Brigade S-1 Operations Course

BRIGADE S-1
TO PREPARE ADJUTANT GENERAL'S CORPS OFFICERS, WARRANT OFFICERS, AND NONCOMMISSIONED OFFICERS TO INTERPRET, INTEGRATE, COORDINATE, AND IMPLEMENT ARMY HR PROGRAMS AND POLICIES AT THE BRIGADE S-1 LEVEL
CORE COMPETENCIES AND KEY FUNCTIONS
Provide Human Resources Support

Di[illegible]tion Management

February 2016

Senior Leader Training Division
Adjutant General School

Terminal Learning Objective

Action: Direct Personnel Information Management (PIM)

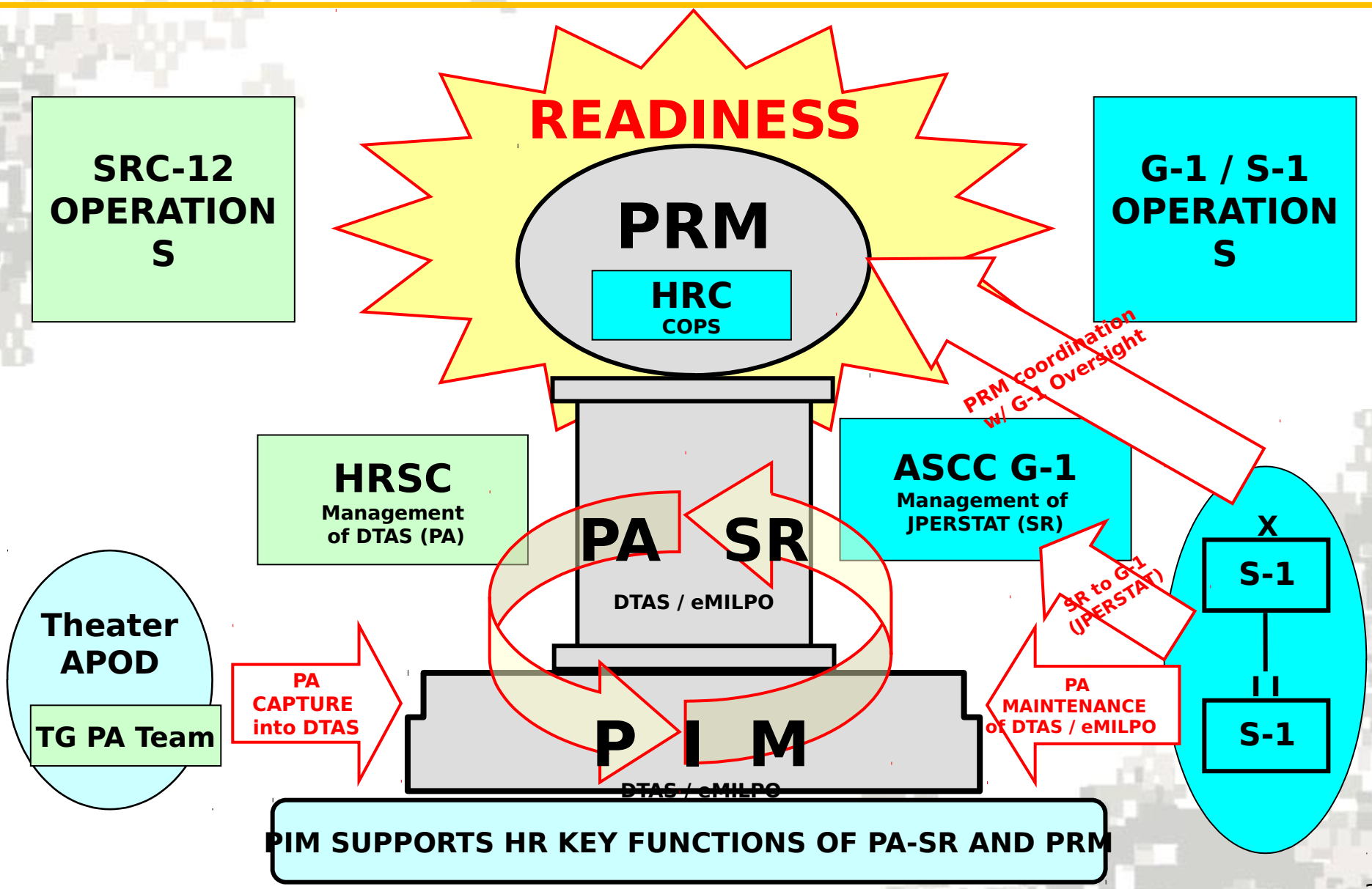
Conditions: Given classroom instruction, AR 600-8-104 (Army Military Human Resource Records Management), FM 1-0 (HR Support), applicable MILPER/ALARACT Messages and an awareness of the Operational Environment.

Standard: Score 70% or higher on a knowledge based exam consisting of the following learning activities:

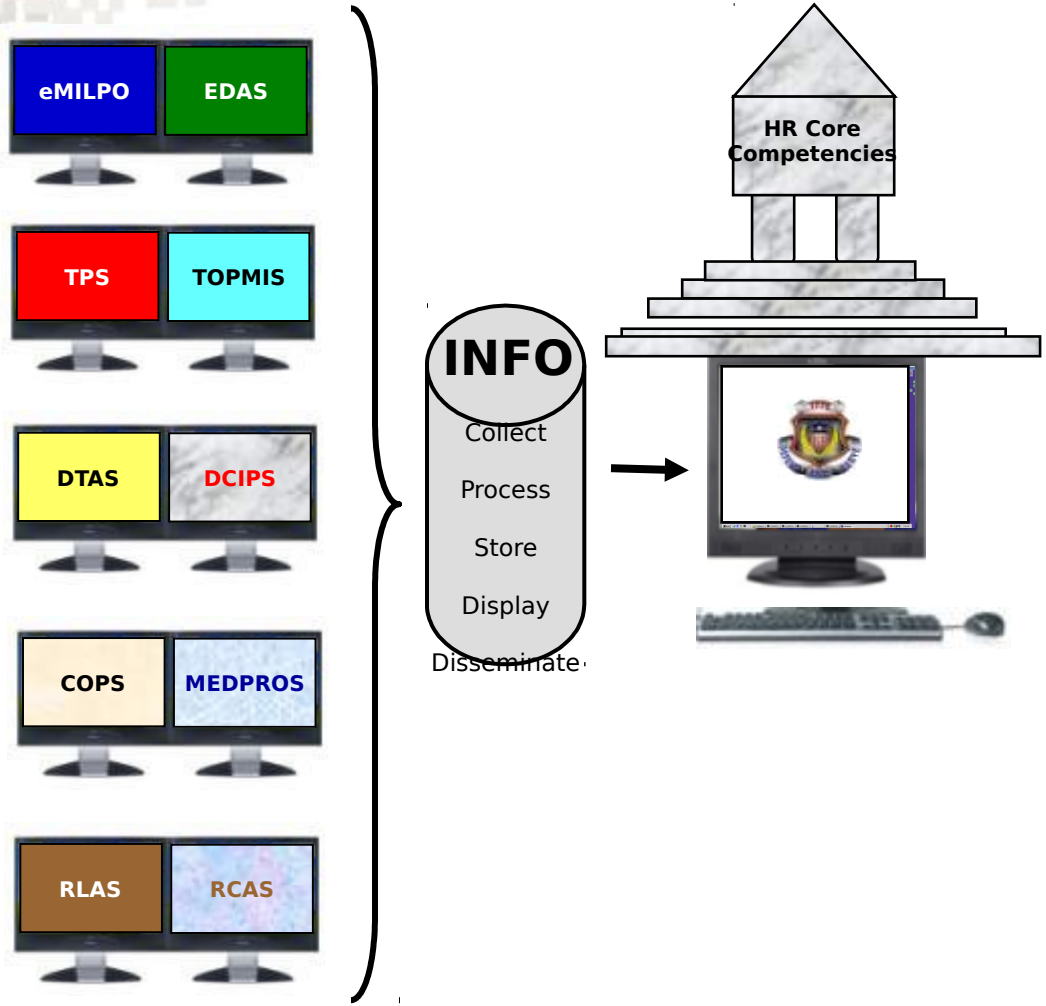
1. Define PIM and its relationship to other HR Core Competencies and HR Key Functions
2. Communicate primary HR Enabling Systems used by BDE S-1s
3. Define BN and BDE Personnel Automation System (PAS) Management Responsibilities
4. Disposition of paper records.
5. Identify the components of the Army Military Human Resource Records Management (AMHRR)

PIM / PA-SR / PRM Relationships

Interrelated and Interdependent



PIM



- **Proponent** = Army G-1
- **Supports the execution** of all HR Core Competencies
- **Objective** is to collect, process, store, display and disseminate critical information about Soldiers, DoD Civilians, units, and other personnel as directed
- **Goal** is to ensure timely and accurate personnel data on Soldiers and civilians for commanders and other decision makers that affect other HR core competencies.
- Commanders at all levels depend on **accurate** and **timely** troop **strength and accountability information** during the planning process and overseas contingency operations

PIM Doctrinal Responsibilities
(2 of 3)

Division G-1 / Corps G-1:

- Manage/monitor PIM on all assigned/attached units
- Manage Personnel Accountability and Strength Reporting through access to personnel database of record, DTAS, and other theater systems
- Manage personnel files and records
- Establish and manage PIM policies and procedures

Human Resources Sustainment Center (HRSC):

- Establish and maintain ASCC personnel database
- Manage personnel information on assigned/attached personnel
- Manage Theater access to PIM systems
- Manage Theater Personnel Accountability
- Provide PIM technical guidance to HROB, G-1s, and BDE/STB S-1s
- Publish implementing instructions for personnel polices and programs
- Provide technical assistance to supported units on all personnel automated systems

Brigade S-1:

- Establish local PIM SOPs and manage BDE/STB PPA
- Manage subordinate unit access and provide oversight
- Manage strength related information and deviations
- Manage personnel files
- Provide technical assistance to supported users

Check on Learning

What is the objective of PIM?

The objective of PIM is to collect, validate, process, and store critical information about Soldiers, DoD Civilians, units, and other personnel as directed. The goal of PIM is to ensure timely and accurate personnel data on Soldiers and civilians to commanders and other decision makers that affect other HR Core Competencies.

Explain the PIM / PA / SR / PRM relationship and why they are interrelated and interdependent.

How does PIM support the execution of the HR Core Competencies?

HR Enabling Systems

- Introduction
- HR Systems Architecture
- The Adjutant General Army Personnel Records Division *(formerly Soldier Record Data Center (SRDC))*
- HR Systems Overview
- HR “Self-Service” Tools

HR Enabling Systems

TAPDB

- eMILPO
- COPS
- TOPMIS II
- eTOPMIS
- EDAS

= Active Systems

- TPS
  - DTAS
  - DCIPS-CF
  - MEDPROS
  - VSAT
- DARTS
- iPERMS
- ROAMS
- TDMS
- JPAS

= All components

- RLAS

= USAR systems

- DPRO
- GIMS
- RCAS/SIDPERS

= ARNG systems

FM 1-0, para 3-104 thru 3-172

BDE S-1 HR Enabling Systems

eMILPO
(PA/SR/PIM/EPS/PRM)

-Record Updates
-DD93/SGLV Updates
-Query (DATASTORE)
-PERSTEMPO
-Personnel Actions
-Status Updates
-System Administration
-Error Reconciliation
-PA / SR Tool (TAPDB Update)
***Feeds Other Systems**

TOPMIS/eTOPMIS_
(PRM/PIM)

-Officer Records Updates
-ORBs
-Query
-Promotion Orders
-RFOs
-DAPMIS Photo View

MEDPROS
(PRM)

-Medical Readiness

RCAS/RLAS (RC)
(PA/SR/PIM/EPS/PRM)

-Query
-Strength Management
-Mobilization

COPS
(PRM)

-Query
-Strength Management

EDAS
(PRM)

-Query
-Requisition Updates
-Promotion Point Updates
-Gains/Loss Roster
-Operational Deletion

TPS
(PA/SR/PIM)

-Manifesting
-Task Organizing

DTAS
(PA /SR)

-Deployed PA / SR
-JPERSTAT
-Soldier Daily Locator
-Task Organizer

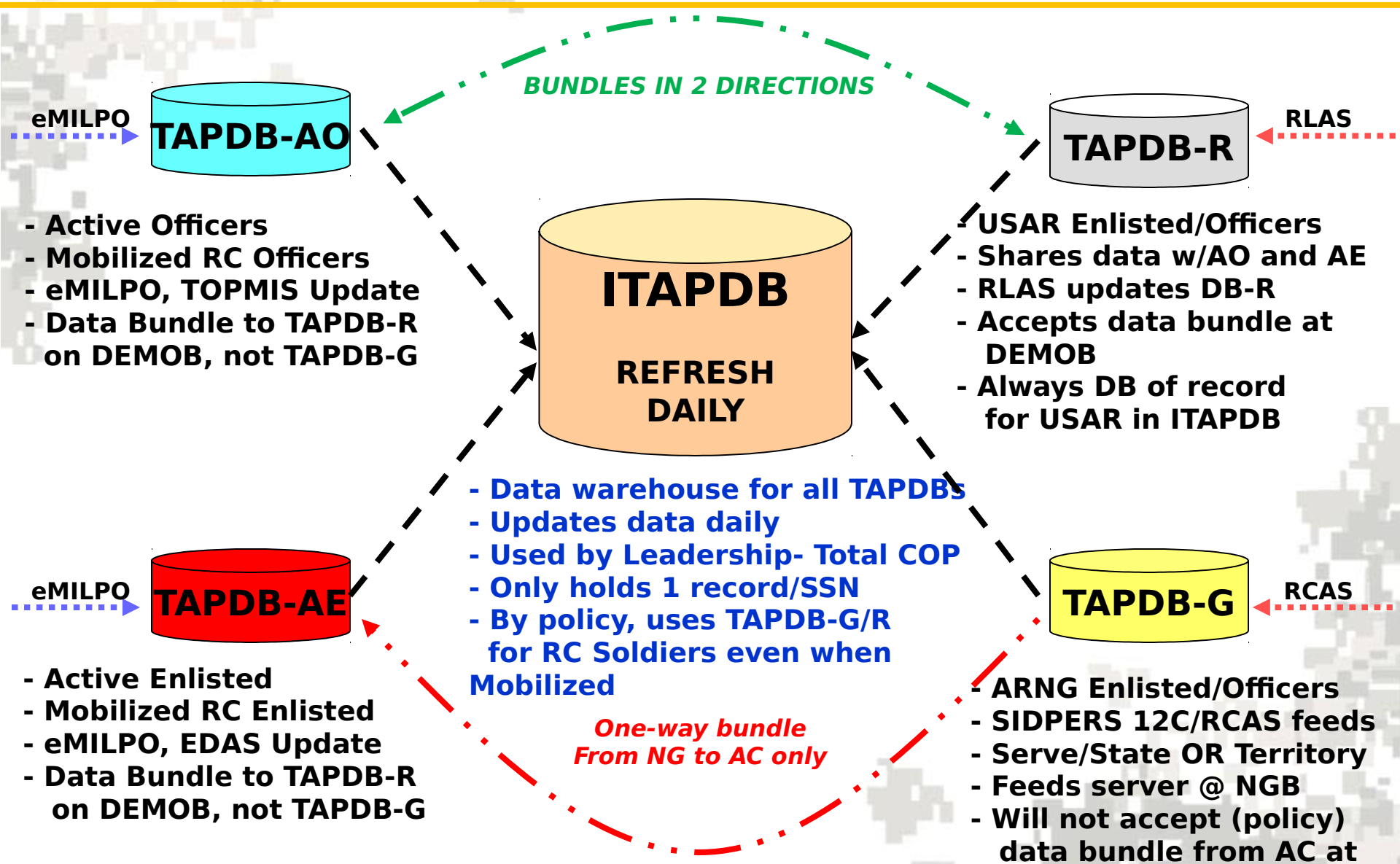
DCIPS-CF/CR
(CAS)

-Casualty Reporting
-Update Casualty Status

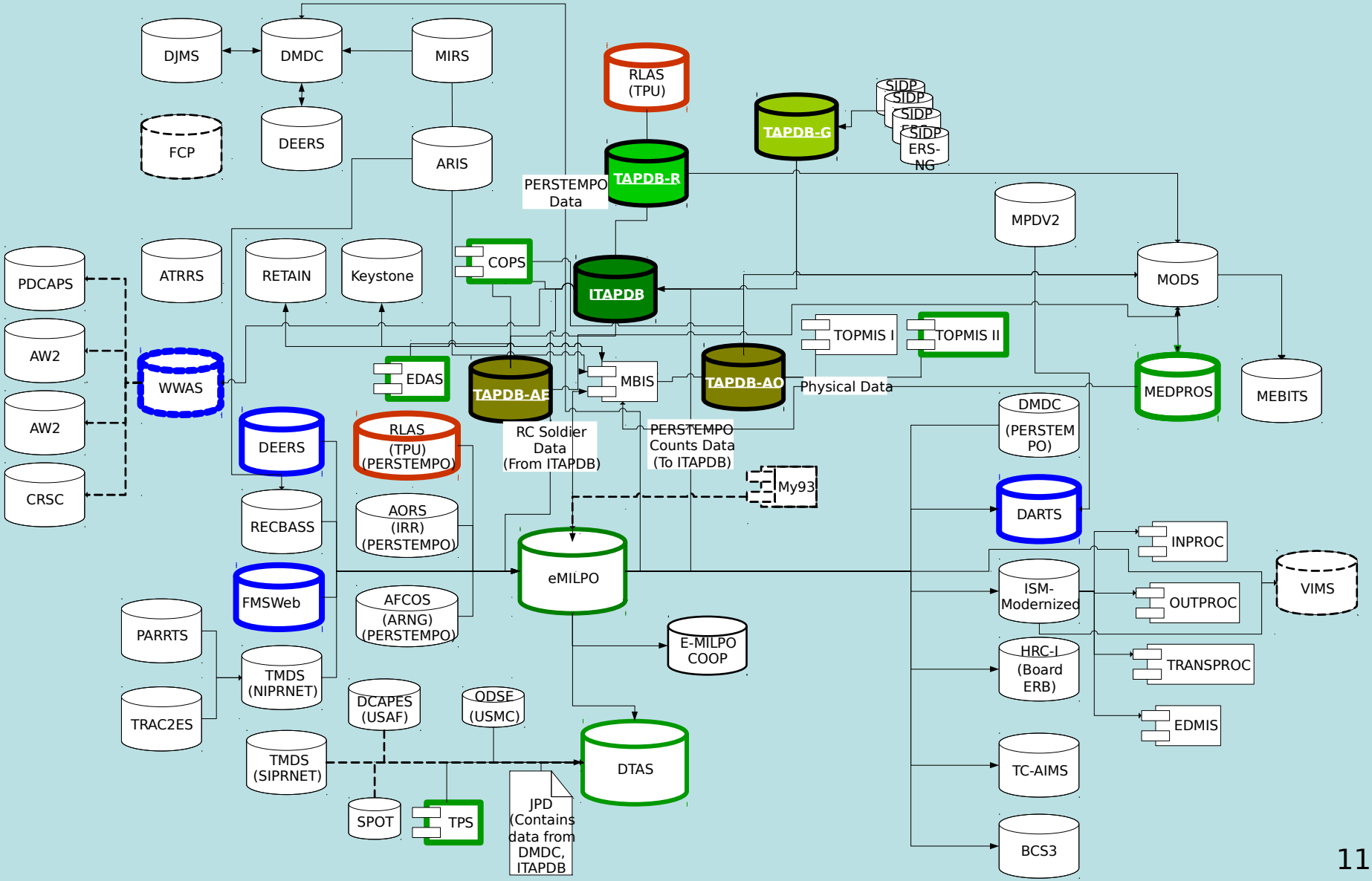
DEERS-RAPIDS
(EPS)

-Common Access Cards
-Family Member Data

ITAPDB Interactions


BUNDLES IN 2 DIRECTIONS
eMILPO
TAPDB-AO
- Active Officers
- Mobilized RC Officers
- eMILPO, TOPMIS Update
- Data Bundle to TAPDB-R on DEMOB, not TAPDB-G
RLAS
TAPDB-R
- USAR Enlisted/Officers
- Shares data w/AO and AE
- RLAS updates DB-R
- Accepts data bundle at DEMOB
- Always DB of record for USAR in ITAPDB
ITAPDB
REFRESH DAILY
- Data warehouse for all TAPDBs
- Updates data daily
- Used by Leadership- Total COP
- Only holds 1 record/SSN
- By policy, uses TAPDB-G/R for RC Soldiers even when Mobilized
eMILPO
TAPDB-AE
- Active Enlisted
- Mobilized RC Enlisted
- eMILPO, EDAS Update
- Data Bundle to TAPDB-R on DEMOB, not TAPDB-G
One-way bundle
From NG to AC only
RCAS
TAPDB-G
- ARNG Enlisted/Officers
- SIDPERS 12C/RCAS feeds
- Serve/State OR Territory
- Feeds server @ NGB
- Will not accept (policy) data bundle from AC at DEMOB

HR Systems Architecture



The Adjutant General Directorate

HRC
United States Army Human Resources Command

LOGIN

Site Map

HOME | ENLISTED | OFFICER | THE ADJUTANT GENERAL | CAREER | SPECIAL PROGRAMS | ORGANIZATION | DATA SERVICES | MY LINKS

- Army Continuing Education System (ACES)
- Army Personnel Records Division (APRD)
- Casualty and Mortuary Affairs Operations Center (CMAOC)
- Evaluation Selections Promotions Divisions (ESPD)
- Field Services Division (FSD)
- Military Postal Service Agency (MPSA)
- Soldier Programs and Services Division (SPSD)
- Transition Division (TD)

ALERT! Ft Knox ... ther essential personnel-contractors-DA SecBoard Support contact their supervisors for specifics

Soldier Services

Promotions Evals Awards
View schedules, results, promotion and evaluations processes, and awards.

My Records
Access the My Record Portal for personalized career information.

Milper Messages
Military Personnel Messages.

ALARACT
All Army Activity Messages.

Veterans Services
Access important links and information for veterans.

Retirement Services
Access important information about military retirement.

Monthly Promotions and Board Announcements

- Active Officers
  - Sequence Numbers -January 13, 2016
  - By-Name List - December 15, 2015
  - Active Officer Selection Board Results
- Reserve Officer
- Active Enlisted

...ics

...ect - Train - Educate - Promote - The Future
...otion Process

[3/9]

...nd Announcements

[4/5]

QMP notifications - NCOs with poor conduct or performance face possible discharge

Submission window for dozen Army fellowship programs is approaching

CGSC Interagency Fellowship Program grooms Army officers to take on complex missions requiring diverse federal agency participation

My Links

- Army Reserve Retirement Calculator
- Army Soldier Records Branch - ASRB
- Awards and Decorations Branch
- Enlisted Personnel Management Directorate
- Enlisted Promotions
- Evaluation Systems Homepage
- Officer and WO Selections and Promotions
- Officer Personnel Management Directorate
- Selection Boards
- Tools and Applications Directory

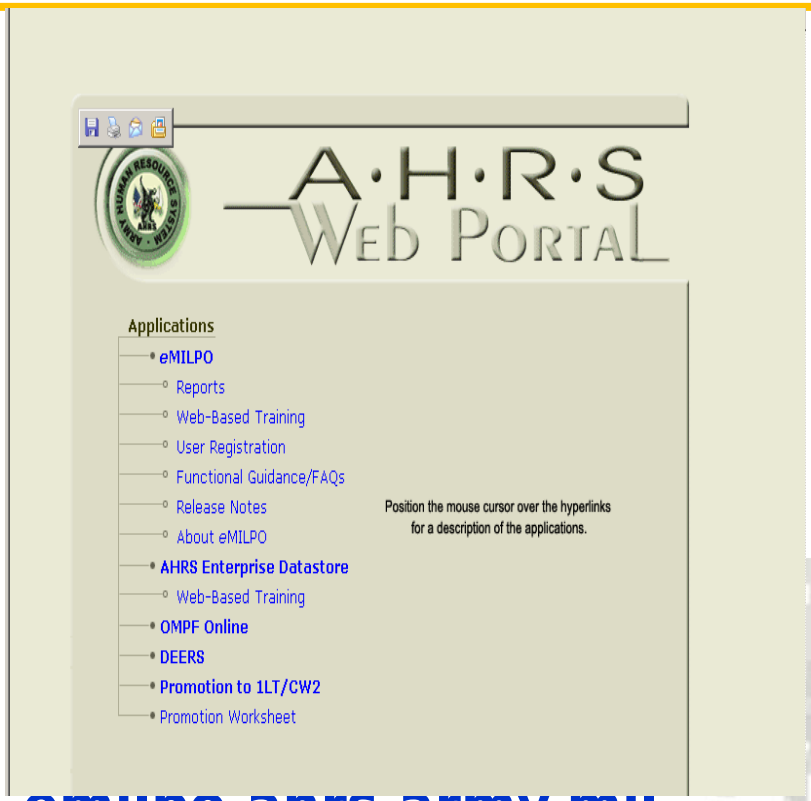
MANAGE MY LINKS

Popular HRC Resources

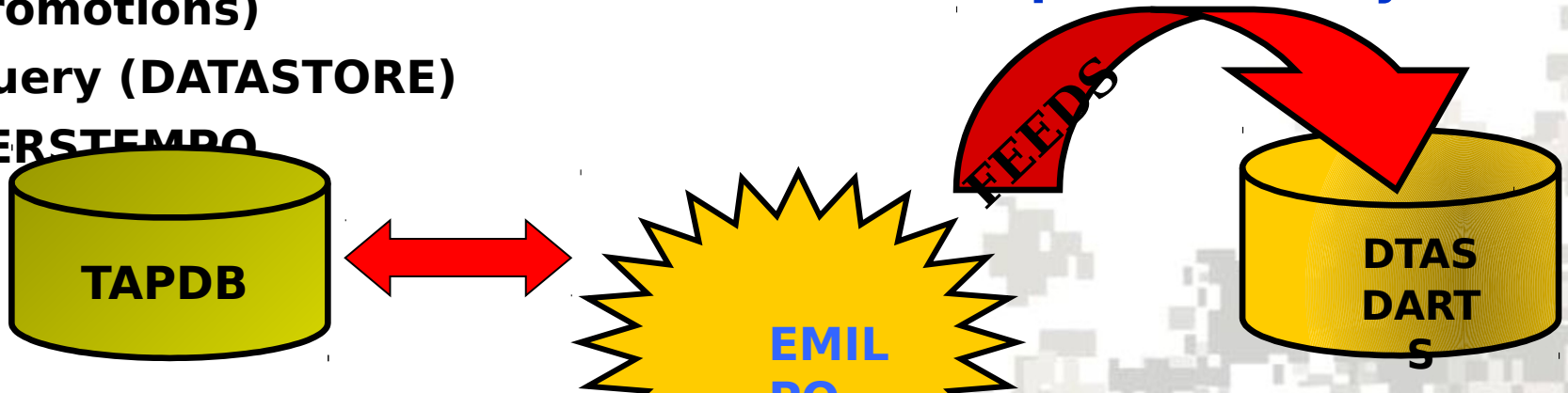
- 24x7 HRC IT Service Desk
- AKO
- Army Travel Assistance Center (ATAC)
- Calculate Retired Pay Application
- Dept. of Defense
- Deputy Chief of Staff Army G1
- Evaluation Entry System
- HRC Brochure
- Individual Mobilization Augmentee (IMA)
- Individual Ready Reserve (IRR)
- Integrated Personnel and Pay System - Army (IPPS-A)
- Official U.S. Army Homepage
- Record Review Tool
- Survivor Outreach Services
- Tuition Assistance

eMILPO

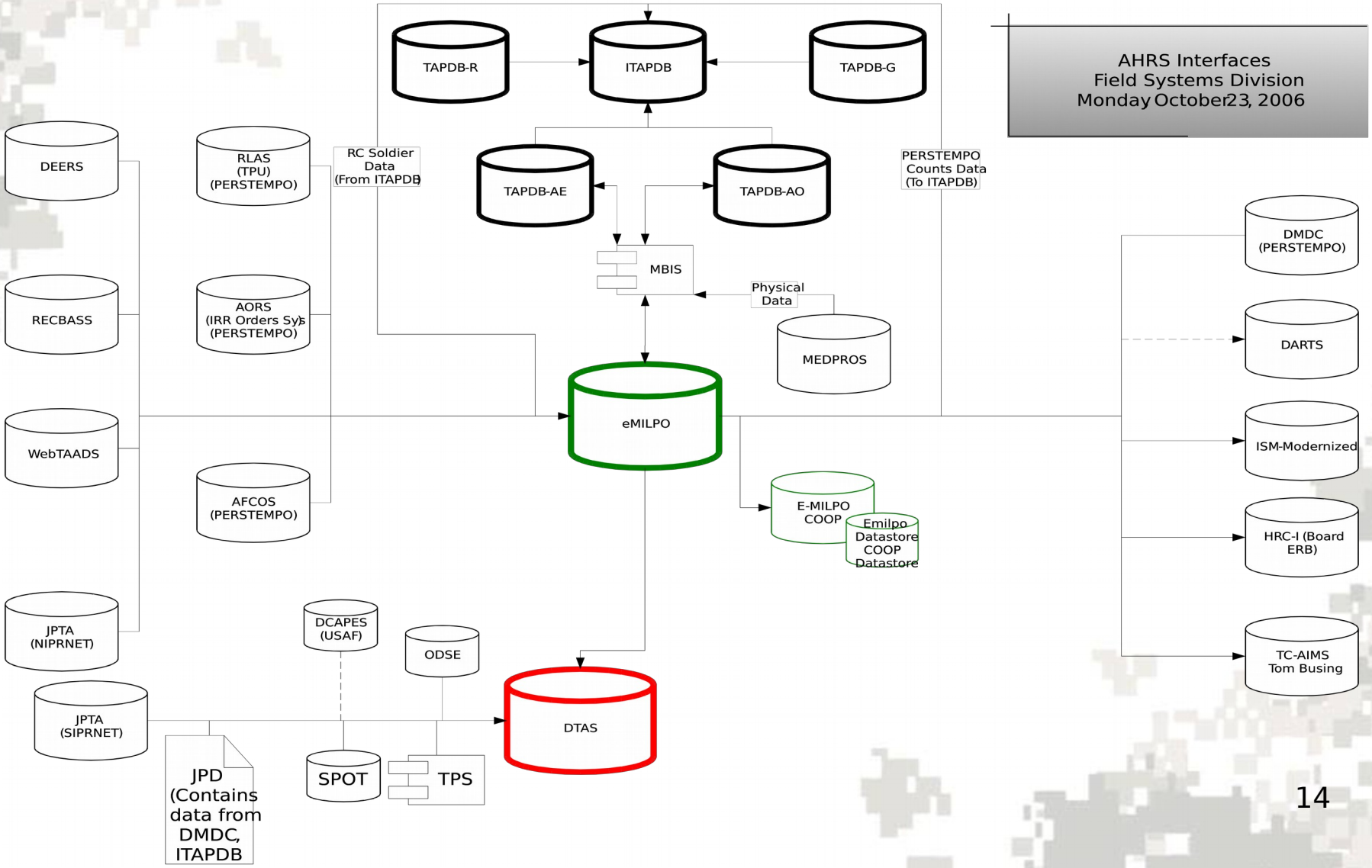
- **Active component - utilized by Reserve / Guard when mobilized**
- **Army's personnel accountability system of record**
- **Web based via NIPRNET**
- **Provides visibility of location and skills of Soldiers (prints ERBs)**
- **Update Soldier Status (AWOL, PDY, etc.)**
- **Update Soldier Records**
- **DD 93 / SGLV Updates**
- **Personnel Actions (Awards, Promotions)**
- **Query (DATASTORE)**
- **PERSTEMPO**



emilpo.ahrs.army.mil



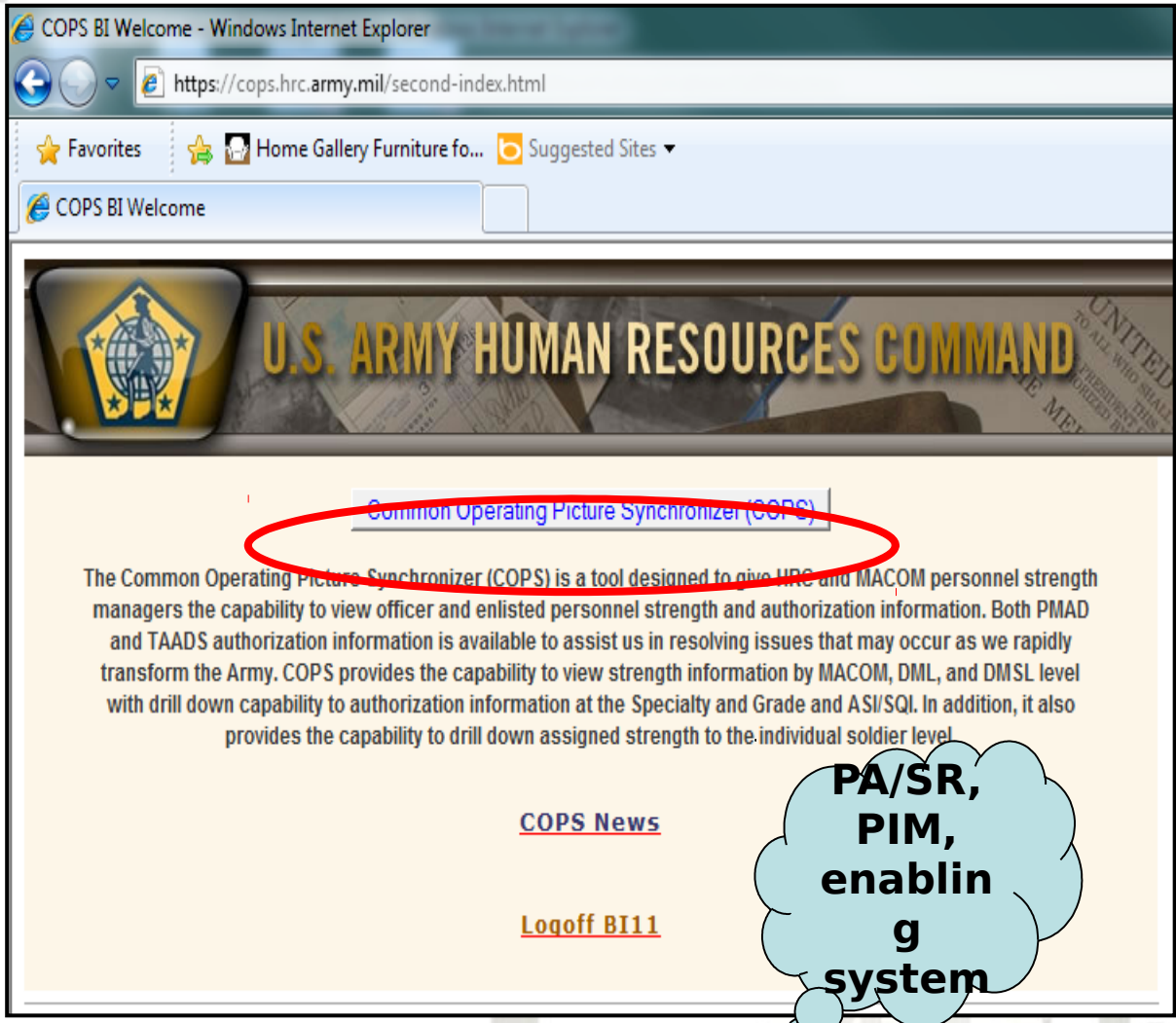
eMILPO Architecture



14

Common Operating Picture Synchronizer (COPS)

- **Most powerful PIM enabling system available to AC BDE S-1s**
- **Enables viewing of strength information with drill down capability**
- **Strength Management (Officer and Enlisted)**
- **Strength projections**
- **View available and non-available population**
- **Query**
- **Pulls from EDAS**


COPS BI Welcome - Windows Internet Explorer
https://cops.hrc.army.mil/second-index.html
Favorites
Home Gallery Furniture fo...
Suggested Sites
COPS BI Welcome
U.S. ARMY HUMAN RESOURCES COMMAND
Common Operating Picture Synchronizer (COPS)
The Common Operating Picture Synchronizer (COPS) is a tool designed to give HRC and MACOM personnel strength managers the capability to view officer and enlisted personnel strength and authorization information. Both PMAD and TAADS authorization information is available to assist us in resolving issues that may occur as we rapidly transform the Army. COPS provides the capability to view strength information by MACOM, DML, and DMSL level with drill down capability to authorization information at the Specialty and Grade and ASI/SQI. In addition, it also provides the capability to drill down assigned strength to the individual soldier level.
COPS News
Logoff BI11
PA/SR, PIM, enablin g system

Tactical Personnel System (TPS)

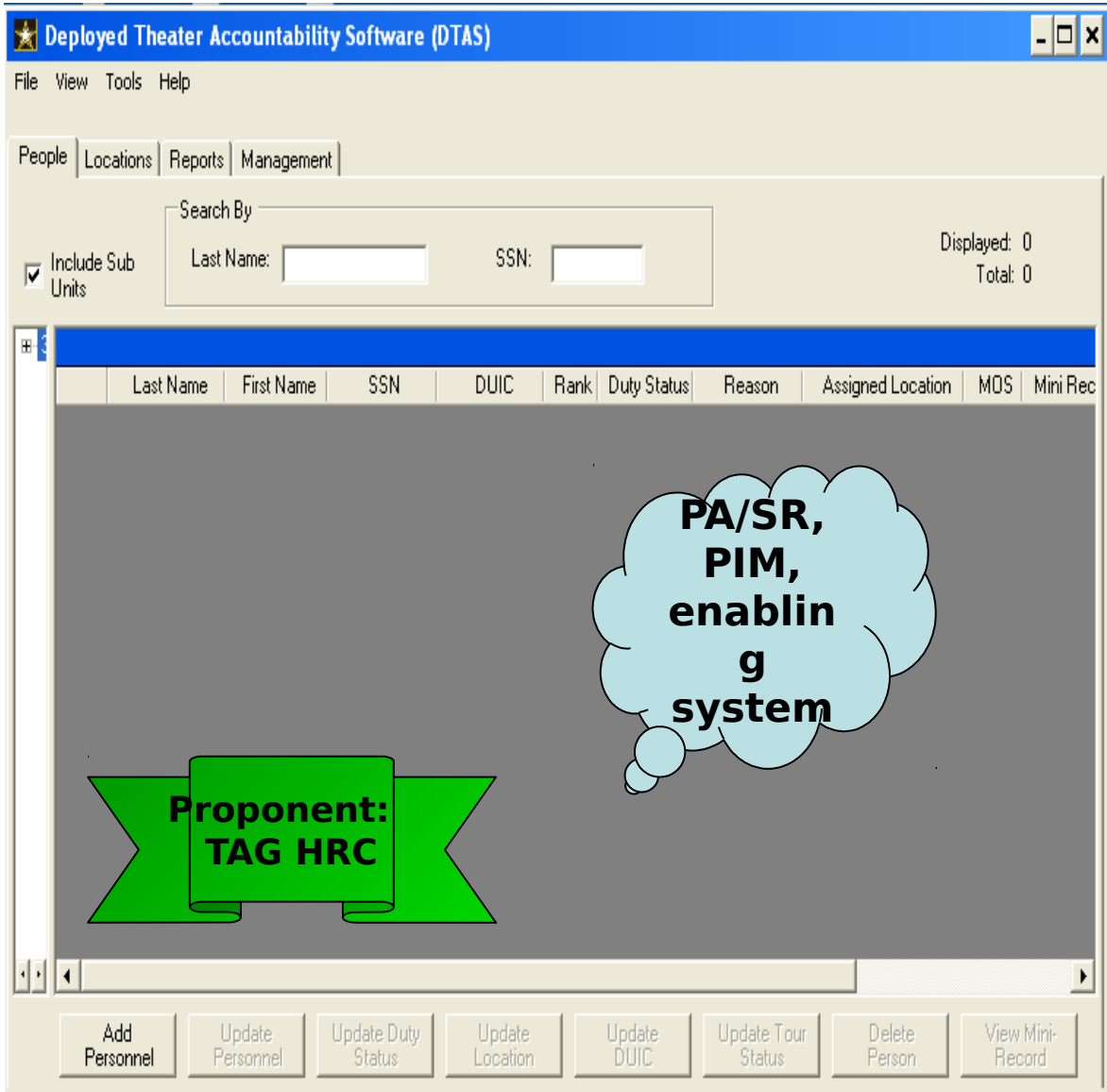
- All components
- Real-world, mobile, rapid deployment system
- Creates manifests and Task Force organizations
- Stand alone program which downloads data from Real-Time Automated Personnel Identification System
- (RAPIDS), Common Access Card (CAC), and iTAPDB file (from HRC)

PA / SR, PIM, enabling system

Proponent: TAG, HRC

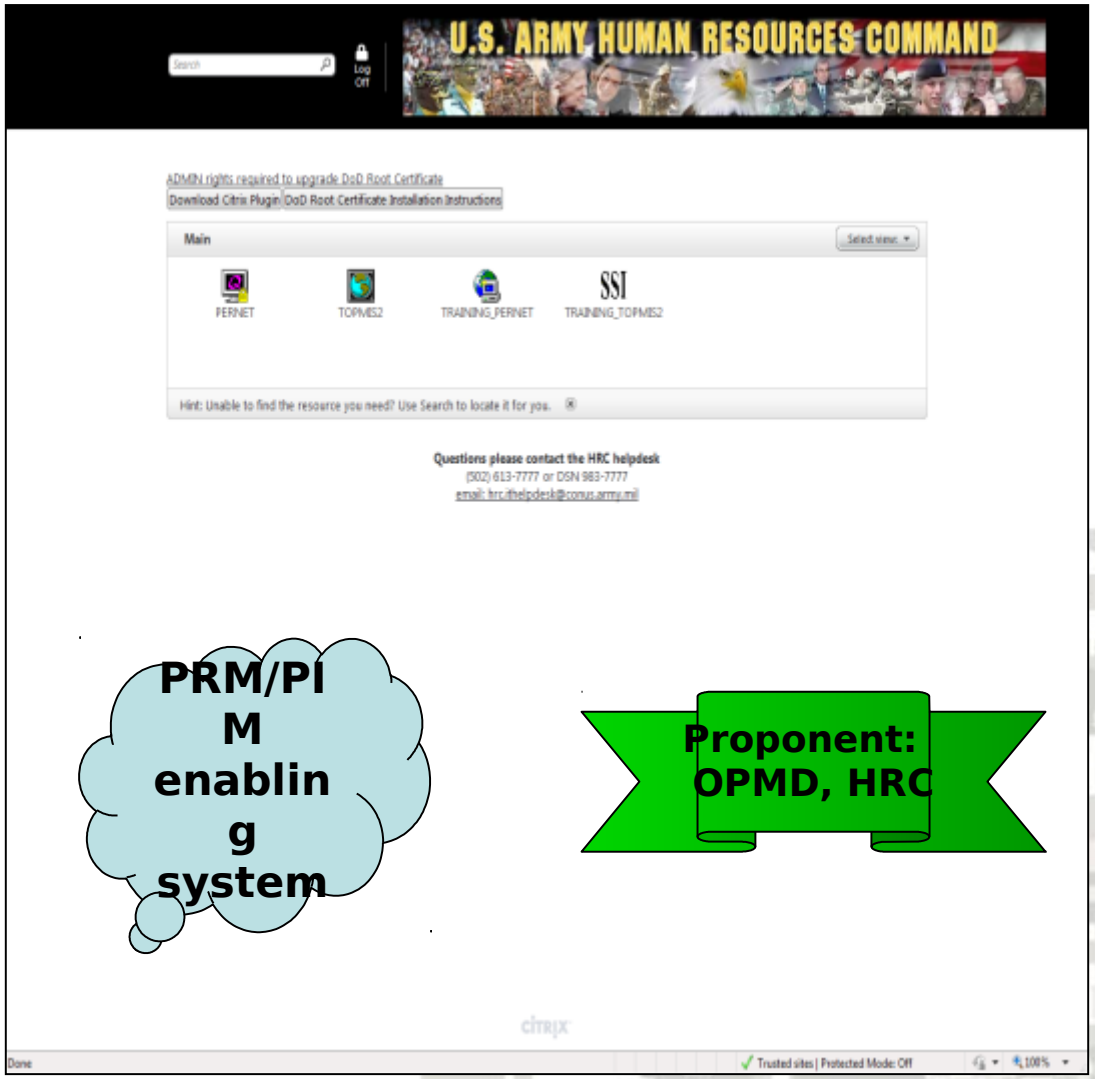
Deployed Theater Accountability System (DTAS)

- All components
- Army standard for deployed accountability
- Builds the deployed theater database
- Near real-time visibility at all echelons for military and civilian personnel by name, unit, location, duty status, and time
- Extracts data from eMILPO and Theater Medical Data Store



Total Officer Personnel Management Information System (TOPMIS) II

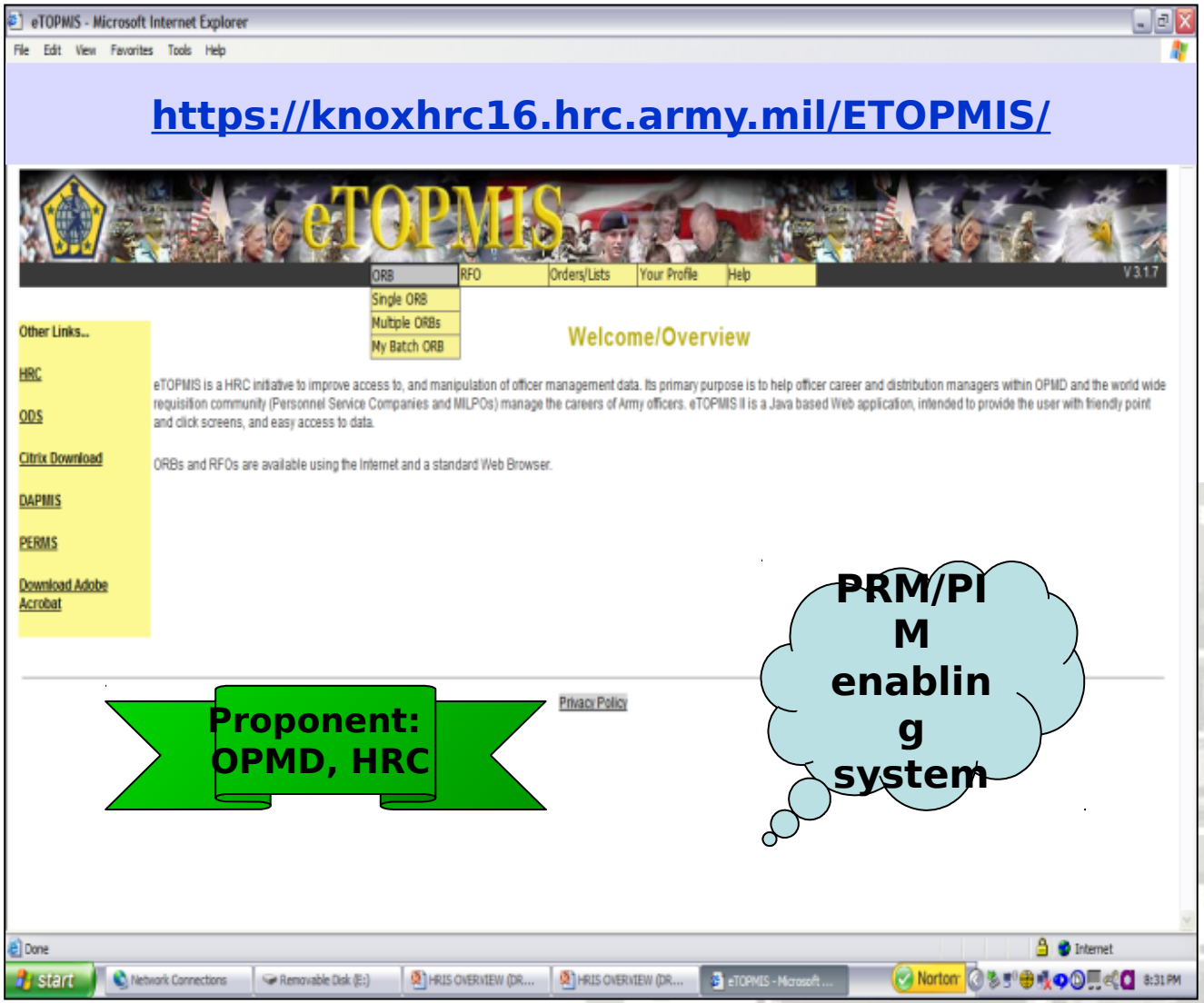
- Active component
- Real time, interactive, system which supports officer management
- Allows for view / print of RFOs, ORBs, promotion orders, and DA photos
- Unit strength reports (Officers)
- Officer Record Updates to TAPDB-AO


U.S. ARMY HUMAN RESOURCES COMMAND
ADMIN rights required to upgrade DoD Root Certificate
Download Citrix Plugin
DoD Root Certificate Installation Instructions
Main
PERNET
TOPMIS2
TRAINING_PERNET
TRAINING_TOPMIS2
Hint: Unable to find the resource you need? Use Search to locate it for you.
Questions please contact the HRC helpdesk
(502) 613-7777 or DSN 983-7777
PRM/PIM enabling system
Proponent: OPMD, HRC

https://mobile.hrc.army.mil/Citrix/XenApp/site/default.aspx

Electronic - TOPMIS (eTOPMIS)

- **Active component**
- **Supports officer personnel readiness management**
- **Read only information retrieval (ORBs, RFOs, promotion orders)**
- **Data from TAPDB-AO**
- **Web based**

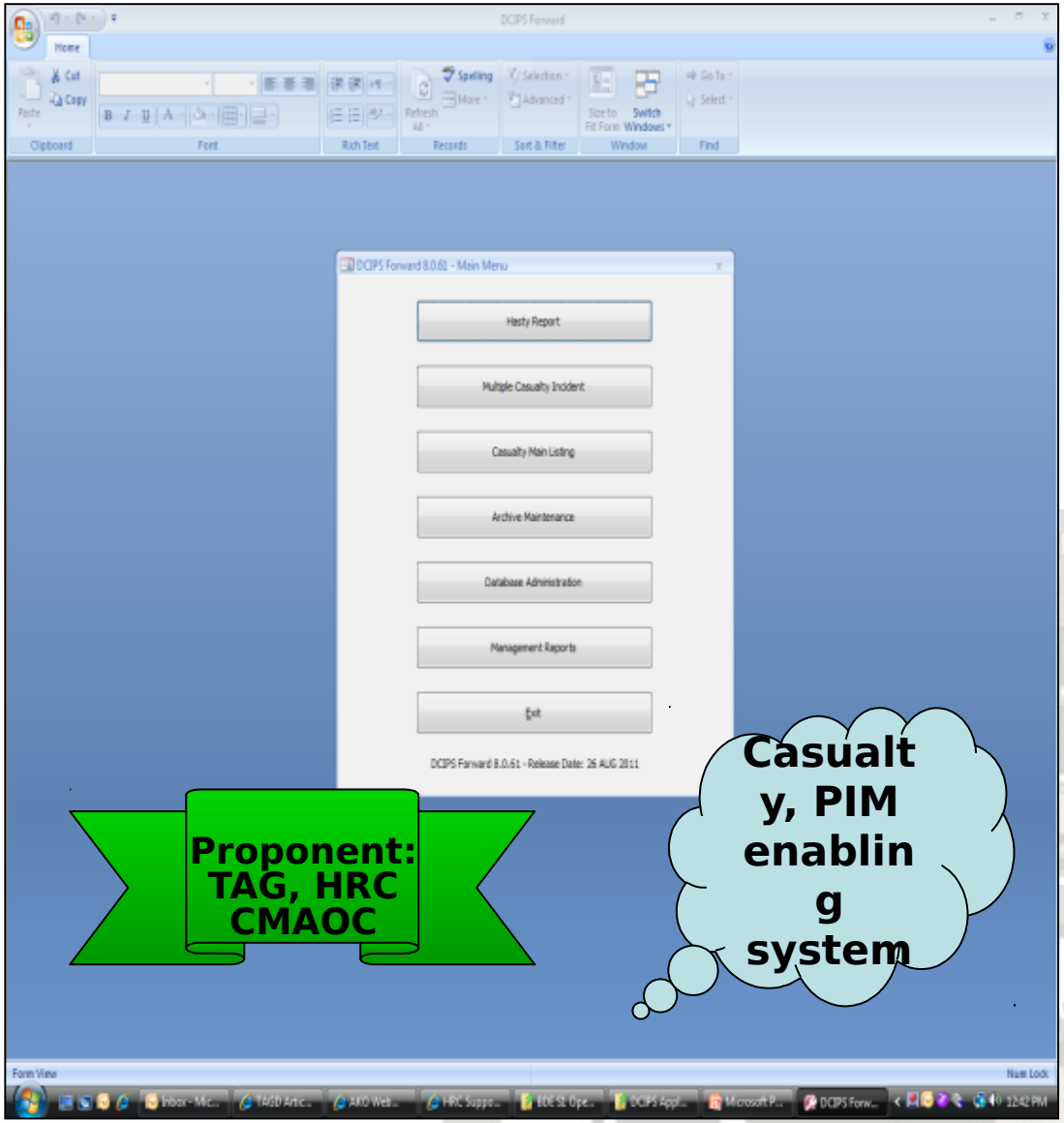

eTOPMIS - Microsoft Internet Explorer
File Edit View Favorites Tools Help
https://knoxhrc16.hrc.army.mil/ETOPMIS/
eTOPMIS
ORB
RFO
Orders/Lists
Your Profile
Help
V 3.1.7
Single ORB
Multiple ORBs
My Batch ORB
Other Links...
HRC
ODS
Citrix Download
DAPMIS
PERMS
Download Adobe Acrobat
Welcome/Overview
eTOPMIS is a HRC initiative to improve access to, and manipulation of officer management data. Its primary purpose is to help officer career and distribution managers within OPMD and the world wide requisition community (Personnel Service Companies and MILPOs) manage the careers of Army officers. eTOPMIS II is a Java based Web application, intended to provide the user with friendly point and click screens, and easy access to data.
ORBs and RFOs are available using the Internet and a standard Web Browser.
Privacy Policy
Proponent: OPMD, HRC
PRM/PIM enabling system
Done
Internet
start
Norton
8:31 PM

Web Enlisted Distribution and Assignment System (EDAS)

- Active component
- Supports enlisted management (assignments, deletions, and deferments)
- Creates, validates, and modifies requisitions
- Provides enlisted strength management information
- (gains and losses)
- Posts information directly to TAPDB-AE

Defense Casualty Information Processing System- Casualty Forward

- All Components and Services
- Software generates standardized reports in the field
- Sent via email to casualty offices – final destination the Casualty Memorial Affairs Operations Center (CMAOC)
- Stores info locally on the computer when email / internet unavailable



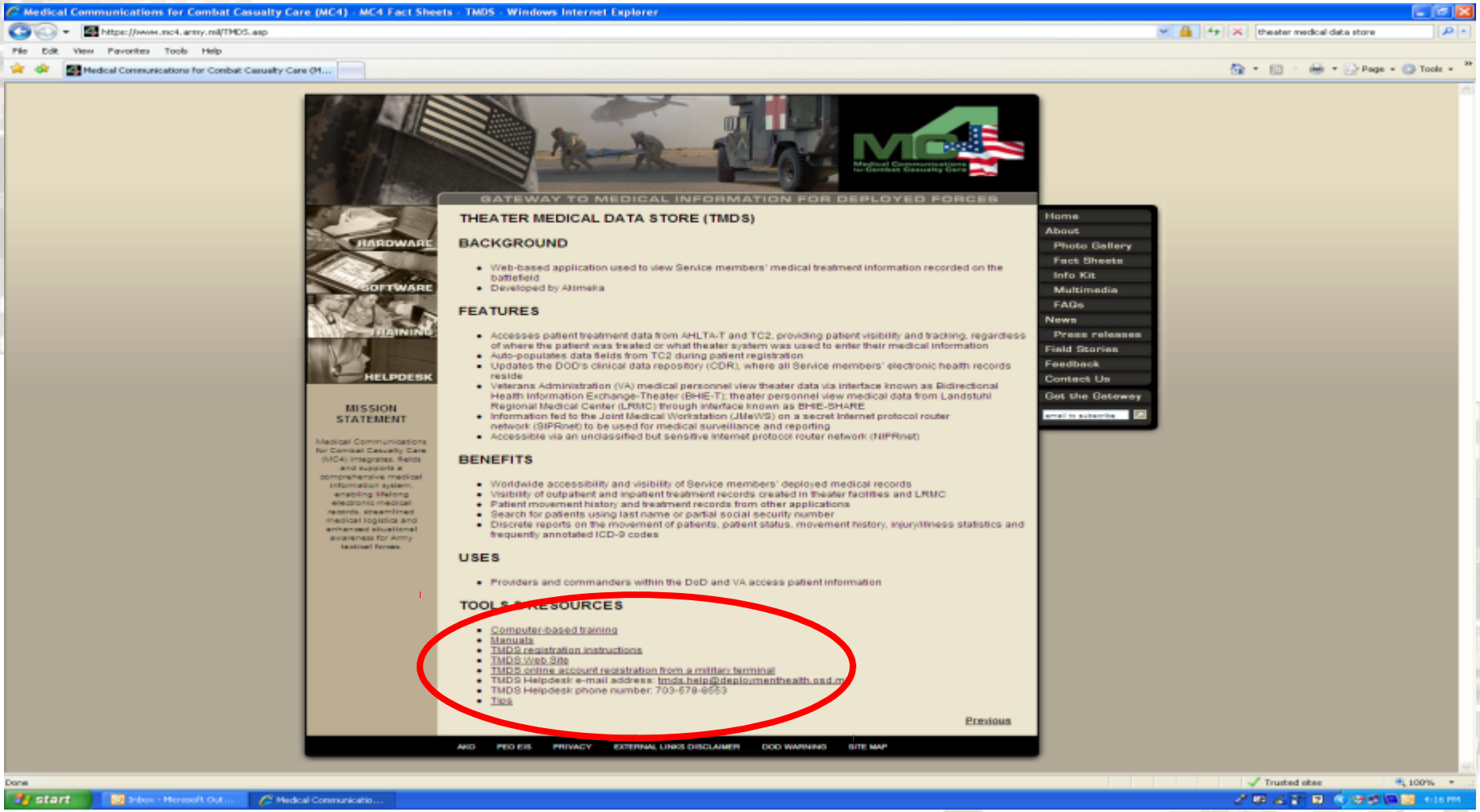
Medical Protection System (MEDPROS)

- All components as well as DA Civilians and Contractors
- Tracks all immunization, medical readiness, and deployable data
- Web based
- Some data is automatically fed from TAPDB

ARMY STRONG
LOGIN WITH CAC
AKO ARMY ONLINE
WHAT IS MEDPROS?
REGISTER FOR AN AKO ACCOUNT
CAC LOGIN PROCEDURE
RESET MY AKO PASSWORD
Medical Readiness Assessment Tool (MRAT)
OBTAIN A MEDPROS ACCOUNT (CAC Required)
MEDPROS RELATED LINKS
MEDPROS CONTACTS
New DD Forms for MEDPROS Access (both forms required)
DD 2875 SAAR
DD 2929 Access
CONTACT US
Sep 12 Updated Medical Readiness Leaders Guide
iSalute
PRM, PIM enabling system
MEDPROS
FORCE HEALTH PROTECTION
Welcome To MEDPROS
The Medical Protection System (MEDPROS) was developed by the AMEDD to track all immunization, medical readiness, and deployability data for all Active and Reserve components of the Army as well as DA Civilians, contractors and others. It is a powerful tool allowing the chain of command to determine the medical and dental readiness of individuals, units, and task forces. Commander's and Medical leaders at various echelons are responsible for the use and implementation of MEDPROS to measure their unit/individual medical readiness status.
The comprehensive Medical Readiness data includes all medical and dental readiness requirements IAW AR 600-8-101. They include immunizations, permanent physical profiles/duty limitations, eyeglasses/inserts, blood type, medical warning tags, personal deployment meds, pregnancy screening, DNA, HIV and dental status among other data elements.
Proponent: AMEDD

https://apps.mods.army.mil/MEDPROS/Secured

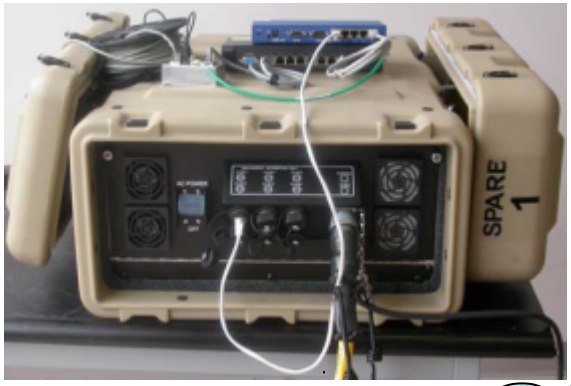
Theater Medical Data Store (TMDS)


Medical Communications for Combat Casualty Care (MC4) - MC4 Fact Sheets - TMDS - Windows Internet Explorer
GATEWAY TO MEDICAL INFORMATION FOR DEPLOYED FORCES
THEATER MEDICAL DATA STORE (TMDS)
BACKGROUND
Web-based application used to view Service members' medical treatment information recorded on the battlefield
Developed by Akimeka
FEATURES
Accesses patient treatment data from AHLTA-T and TC2, providing patient visibility and tracking, regardless of where the patient was treated or what theater system was used to enter their medical information
Auto-populates data fields from TC2 during patient registration
Updates the DOD's clinical data repository (CDR), where all Service members' electronic health records reside
Veterans Administration (VA) medical personnel view theater data via interface known as Bidirectional Health Information Exchange-Theater (BHIE-T); theater personnel view medical data from Landstuhl Regional Medical Center (LRMC) through interface known as BHIE-SHARE
Information fed to the Joint Medical Workstation (JMeWS) on a secret Internet protocol router network (SIPRnet) to be used for medical surveillance and reporting
Accessible via an unclassified but sensitive Internet protocol router network (NIPRnet)
BENEFITS
Worldwide accessibility and visibility of Service members' deployed medical records
Visibility of outpatient and inpatient treatment records created in theater facilities and LRMC
Patient movement history and treatment records from other applications
Search for patients using last name or partial social security number
Discrete reports on the movement of patients, patient status, movement history, injury/illness statistics and frequently annotated ICD-9 codes
USES
Providers and commanders within the DoD and VA access patient information
TOOLS & RESOURCES
Computer-based training
Manuals
TMDS registration instructions
TMDS Web Site
TMDS online account registration from a military terminal
TMDS Helpdesk e-mail address: tmds.help@deploymenthealth.osd.mil
TMDS Helpdesk phone number: 703-578-8553
Tips
Previous
HARDWARE
SOFTWARE
TRAINING
HELPDESK
MISSION STATEMENT
Home
About
Photo Gallery
Fact Sheets
Info Kit
Multimedia
FAQs
News
Press releases
Field Stories
Feedback
Contact Us
Get the Gateway
AKO
PEO EIS
PRIVACY
EXTERNAL LINKS DISCLAIMER
DOD WARNING
SITE MAP

https://tmds.tmip.osd.mil/portal

Very Small Aperture Terminal (VSAT)

- All components
- A satellite communications system designed to provide worldwide data and voice communications connectivity
- Fielded under Personnel Services Delivery Redesign (PSDR)/HR transformation
- Provides “reach back” communications to .mil websites - NIPR only



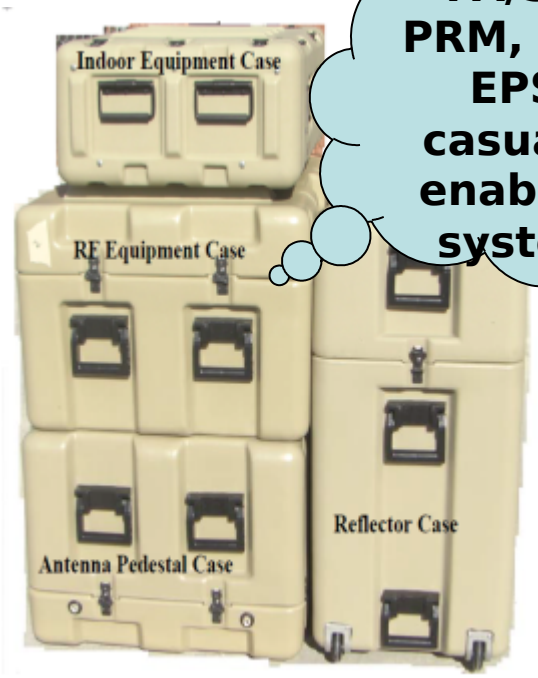


Figure 1-1. CSS VSAT 1.2M-E System Cases

PA/SR, PRM, PIM, EPS, casualty enabling system

Proponent: TAG, HRC

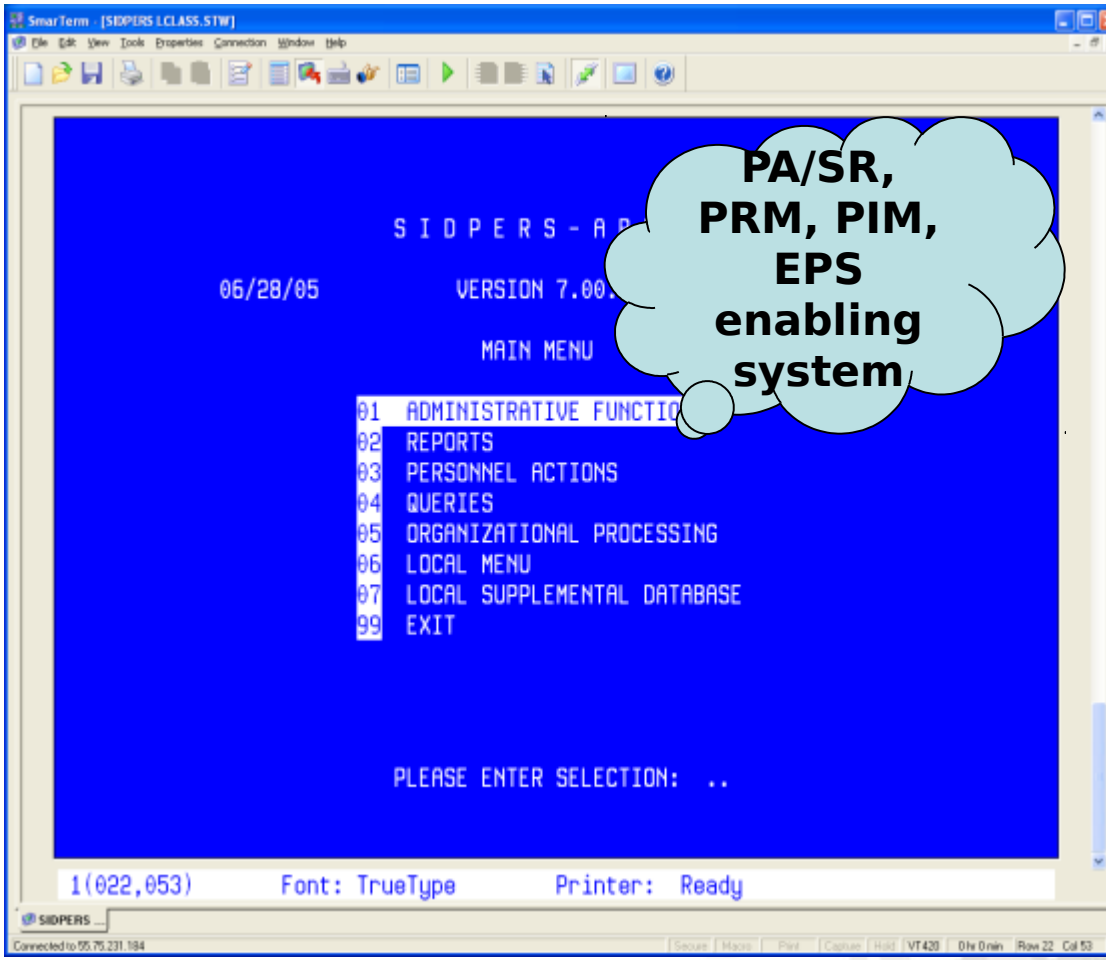
Reserve Component Automation System (RCAS)

- Primarily National Guard
- USAR uses some mobilization modules
- Web-based information system that provides visibility of personnel management data and mobilization planning
- Unit level personnel can view all data for Soldiers assigned (awards, flags, medical, language)
- Populated by SIDPERS daily

PA/SR, PRM, PIM, EPS enabling system

Standard Installation/Division Personnel System (SIDPERS-ARNG)

- National Guard
- SIDPERS 12C - Database of record for personnel – each of the 54 States/Territories maintains its own database
- Each State transmit updates to NGB and NGB loads this info into TAPDB-G
- Produces qualification records, unit manning reports, and strength accountability reports
- Updates TAPDB-G



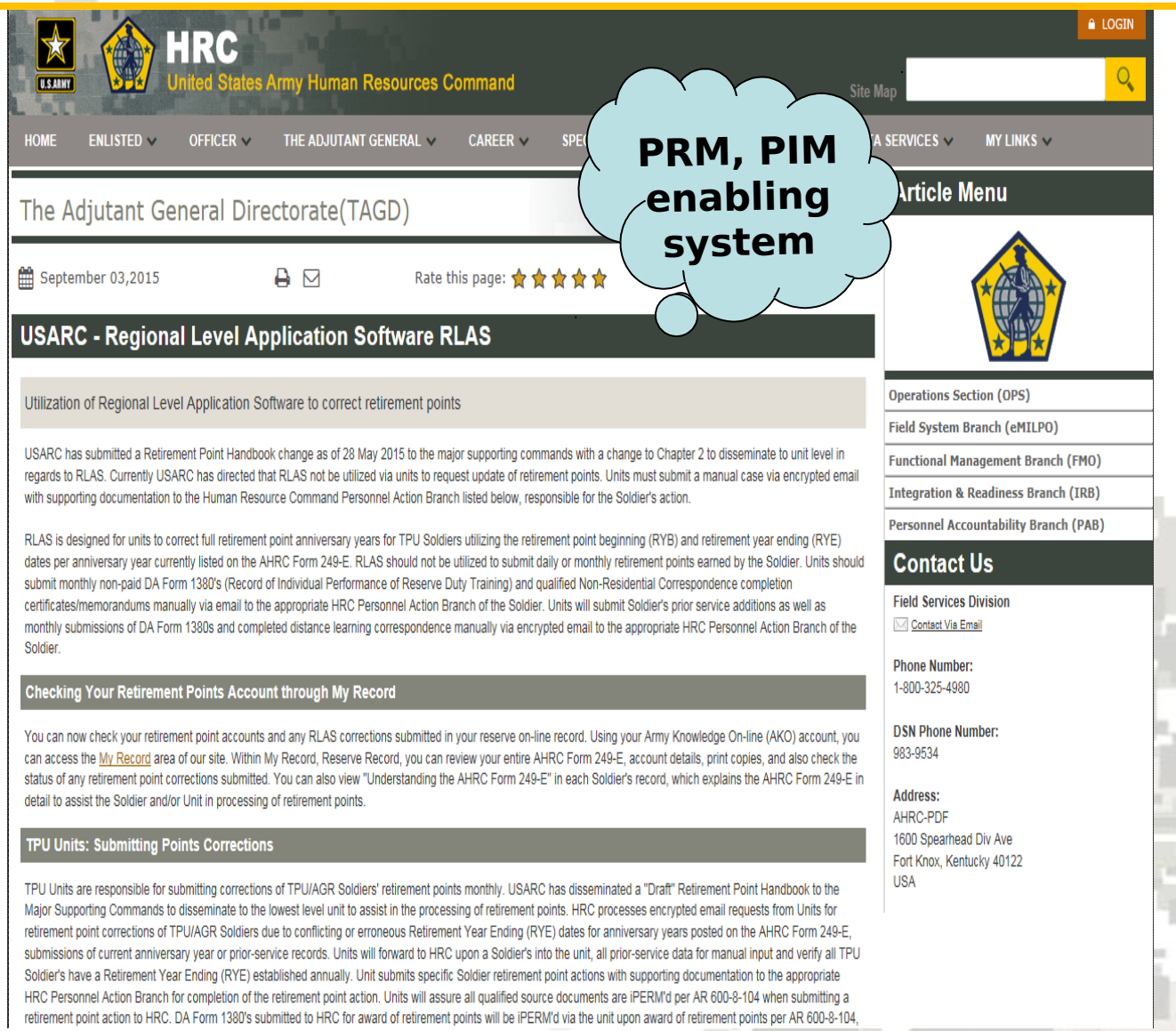
Regional Level Application Software (RLAS)

- USAR

- Client-server Web enabled application for the management of personnel and resources

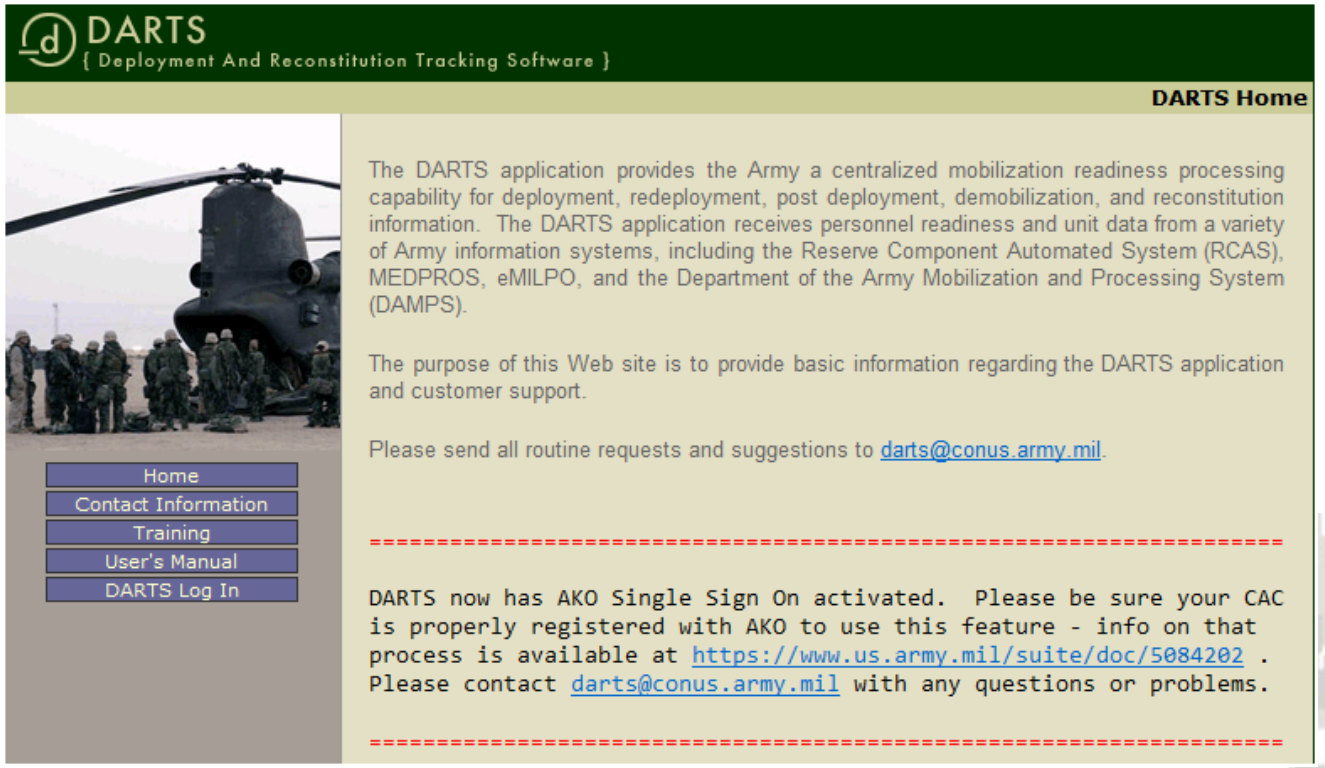
- Shows overall readiness posture of unit by Soldier

- RLAS generates TAPDB-R transactions and electronically transmits the data to HRC


HRC
United States Army Human Resources Command
LOGIN
Site Map
HOME
ENLISTED
OFFICER
THE ADJUTANT GENERAL
CAREER
MY LINKS
PRM, PIM enabling system
The Adjutant General Directorate(TAGD)
September 03,2015
Rate this page:
USARC - Regional Level Application Software RLAS
Utilization of Regional Level Application Software to correct retirement points
USARC has submitted a Retirement Point Handbook change as of 28 May 2015 to the major supporting commands with a change to Chapter 2 to disseminate to unit level in regards to RLAS. Currently USARC has directed that RLAS not be utilized via units to request update of retirement points. Units must submit a manual case via encrypted email with supporting documentation to the Human Resource Command Personnel Action Branch listed below, responsible for the Soldier's action.
RLAS is designed for units to correct full retirement point anniversary years for TPU Soldiers utilizing the retirement point beginning (RYB) and retirement year ending (RYE) dates per anniversary year currently listed on the AHRC Form 249-E. RLAS should not be utilized to submit daily or monthly retirement points earned by the Soldier. Units should submit monthly non-paid DA Form 1380's (Record of Individual Performance of Reserve Duty Training) and qualified Non-Residential Correspondence completion certificates/memorandums manually via email to the appropriate HRC Personnel Action Branch of the Soldier. Units will submit Soldier's prior service additions as well as monthly submissions of DA Form 1380s and completed distance learning correspondence manually via encrypted email to the appropriate HRC Personnel Action Branch of the Soldier.
Checking Your Retirement Points Account through My Record
You can now check your retirement point accounts and any RLAS corrections submitted in your reserve on-line record. Using your Army Knowledge On-line (AKO) account, you can access the My Record area of our site. Within My Record, Reserve Record, you can review your entire AHRC Form 249-E, account details, print copies, and also check the status of any retirement point corrections submitted. You can also view "Understanding the AHRC Form 249-E" in each Soldier's record, which explains the AHRC Form 249-E in detail to assist the Soldier and/or Unit in processing of retirement points.
TPU Units: Submitting Points Corrections
TPU Units are responsible for submitting corrections of TPU/AGR Soldiers' retirement points monthly. USARC has disseminated a "Draft" Retirement Point Handbook to the Major Supporting Commands to disseminate to the lowest level unit to assist in the processing of retirement points. HRC processes encrypted email requests from Units for retirement point corrections of TPU/AGR Soldiers due to conflicting or erroneous Retirement Year Ending (RYE) dates for anniversary years posted on the AHRC Form 249-E, submissions of current anniversary year or prior-service records. Units will forward to HRC upon a Soldier's into the unit, all prior-service data for manual input and verify all TPU Soldier's have a Retirement Year Ending (RYE) established annually. Unit submits specific Soldier retirement point actions with supporting documentation to the appropriate HRC Personnel Action Branch for completion of the retirement point action. Units will assure all qualified source documents are iPERM'd per AR 600-8-104 when submitting a retirement point action to HRC. DA Form 1380's submitted to HRC for award of retirement points will be iPERM'd via the unit upon award of retirement points per AR 600-8-104,
Article Menu
Operations Section (OPS)
Field System Branch (eMILPO)
Functional Management Branch (FMO)
Integration & Readiness Branch (IRB)
Personnel Accountability Branch (PAB)
Contact Us
Field Services Division
Contact Via Email
Phone Number:
1-800-325-4980
DSN Phone Number:
983-9534
Address:
AHRC-PDF
1600 Spearhead Div Ave
Fort Knox, Kentucky 40122
USA

Deployment and Reconstitution Tracking System (DARTS)

- All components – primarily the RC
- Centralized readiness processing
- Interfaces with RCAS
- Receives personnel readiness and unit data from eMILPO, and MEDPROS
- Utilized at mobilization stations to complete the


DARTS
{ Deployment And Reconstitution Tracking Software }
DARTS Home
Home
Contact Information
Training
User's Manual
DARTS Log In
The DARTS application provides the Army a centralized mobilization readiness processing capability for deployment, redeployment, post deployment, demobilization, and reconstitution information. The DARTS application receives personnel readiness and unit data from a variety of Army information systems, including the Reserve Component Automated System (RCAS), MEDPROS, eMILPO, and the Department of the Army Mobilization and Processing System (DAMPS).
The purpose of this Web site is to provide basic information regarding the DARTS application and customer support.
Please send all routine requests and suggestions to darts@conus.army.mil.
DARTS now has AKO Single Sign On activated. Please be sure your CAC is properly registered with AKO to use this feature - info on that process is available at https://www.us.army.mil/suite/doc/5084202 . Please contact darts@conus.army.mil with any questions or problems.

Proponent: FORSCOM

PIM/PRM enabling system

https://guardian.forscom.army.mil/Darts%5Fdoc/training.htm

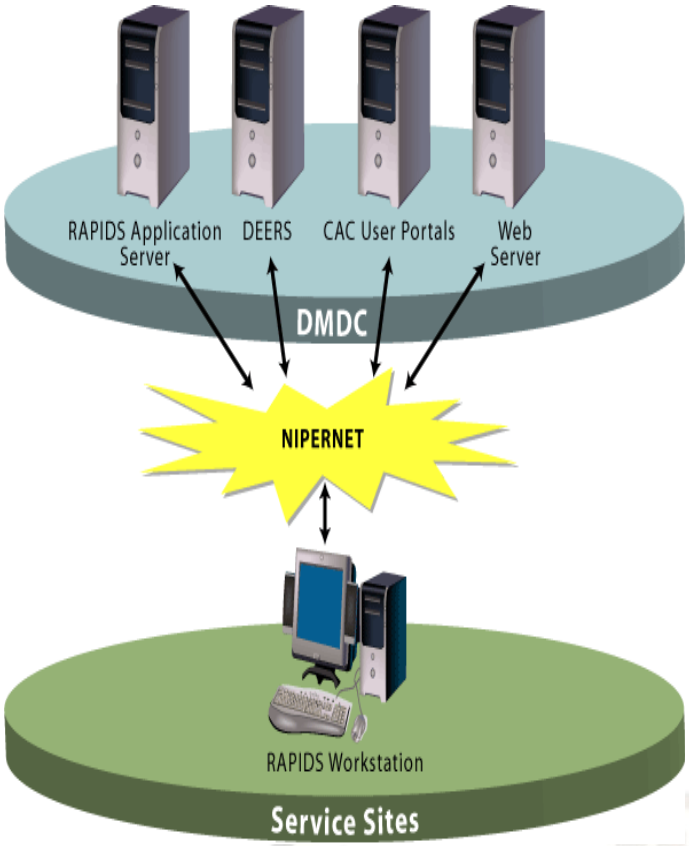
DEERS/RAPIDS

- **DEERS is a database** that allows personnel information to be tracked and stored.

- **RAPIDS is the application** used for accessing the **DEERS** database in order to update beneficiary information and create ID cards.

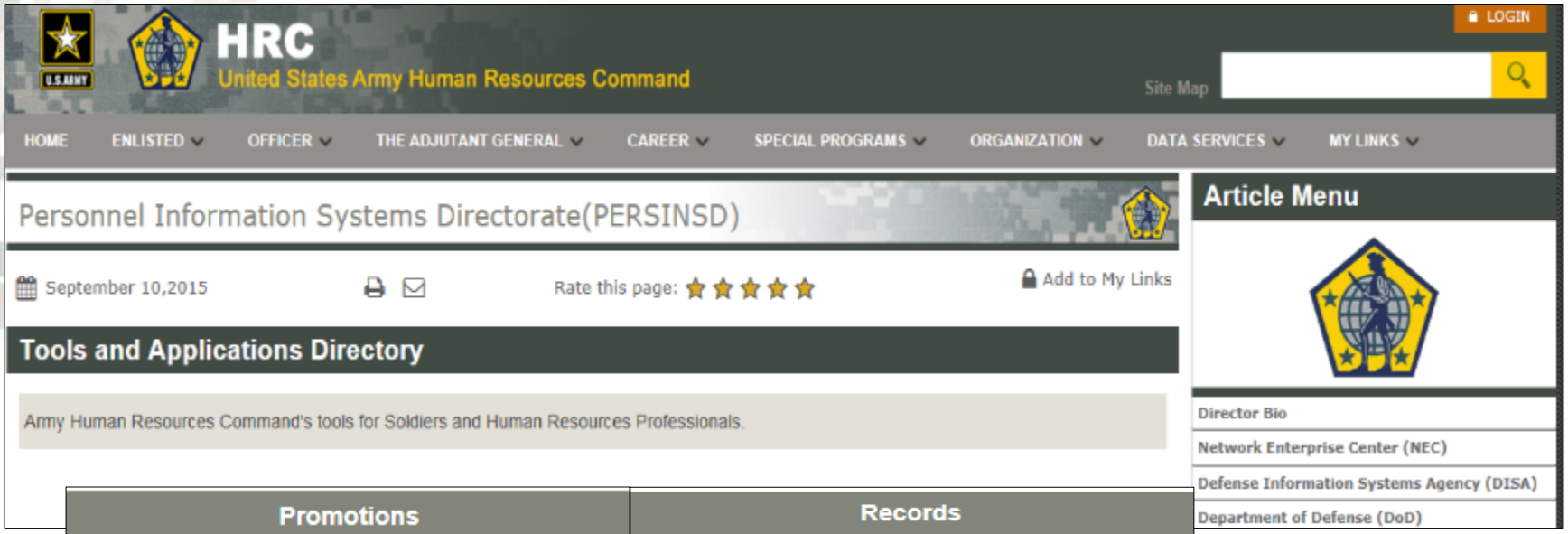
- **RAPIDS** pulls personnel data from the **DEERS** database. Users must save to **DEERS** to issue ID cards.

https://www.dmdc.osd.mil/



DEERS = Defense Eligibility Enrollment Reporting System
RAPIDS = Real-Time Automated Personnel Identification Sys

HR Self-Service Systems Tools for Soldiers



Personnel Automation Systems (PAS) Management

- Introduction
- Systems Administration
- Managing User Accounts

eMILPO
System Administrator Menu

System Administration Menu

Menu Help Print Exit

This page allows the user to select an option to process system administration functions. For User Account Functions, please provide an AKO User ID before proceeding. For Group Functions, please select a group name. For System Functions, please provide a UIC.

- Click **"Submit"** to proceed. Click **"Close"** to exit the page and return to the Main Menu.

User Account Functions

AKO User ID:

- Add User Account
- Modify User Account - Account Profile
- Modify User Account - Access Control
- Lock/Unlock User Account
- Remove User Account
- Delegate Workflow Role

Group Functions

Group Name: Select One

- View Group

UIC Functions

Associated UIC:

- Modify Unit Hierarchy
- Create/Modify Unit Access Control Template
- Personnel Service Center

DML, DMSL, MACOM, and PSC Functions

Associated Select One :

- View Unit List

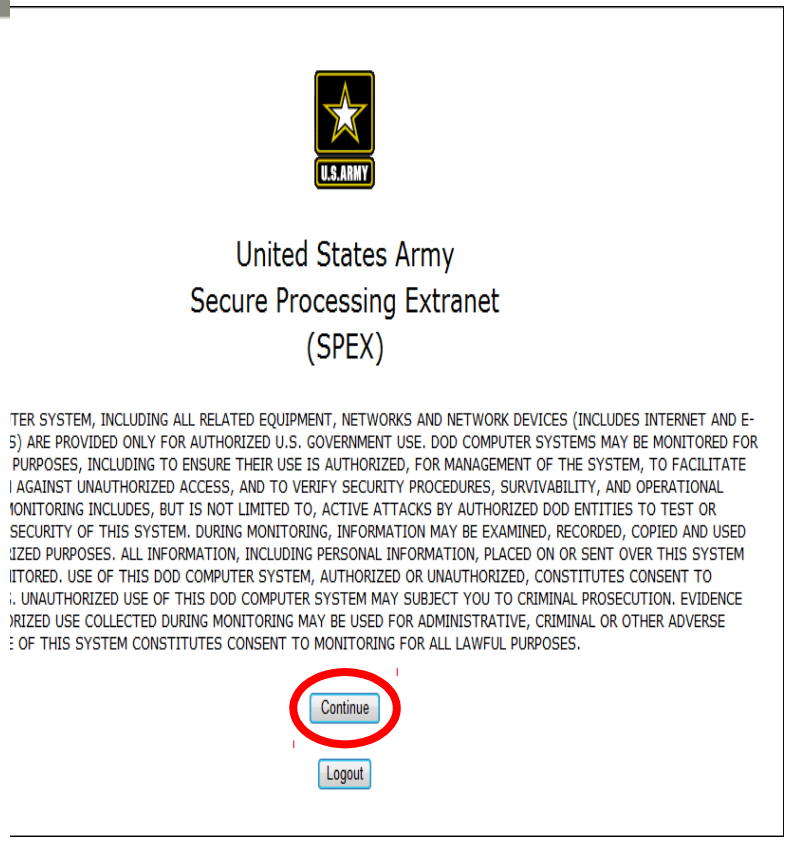
System Reports

- Remove Inactive Accounts
- Failed Login Attempt Audit
- View Audit Reports
- View Workflow Accounts

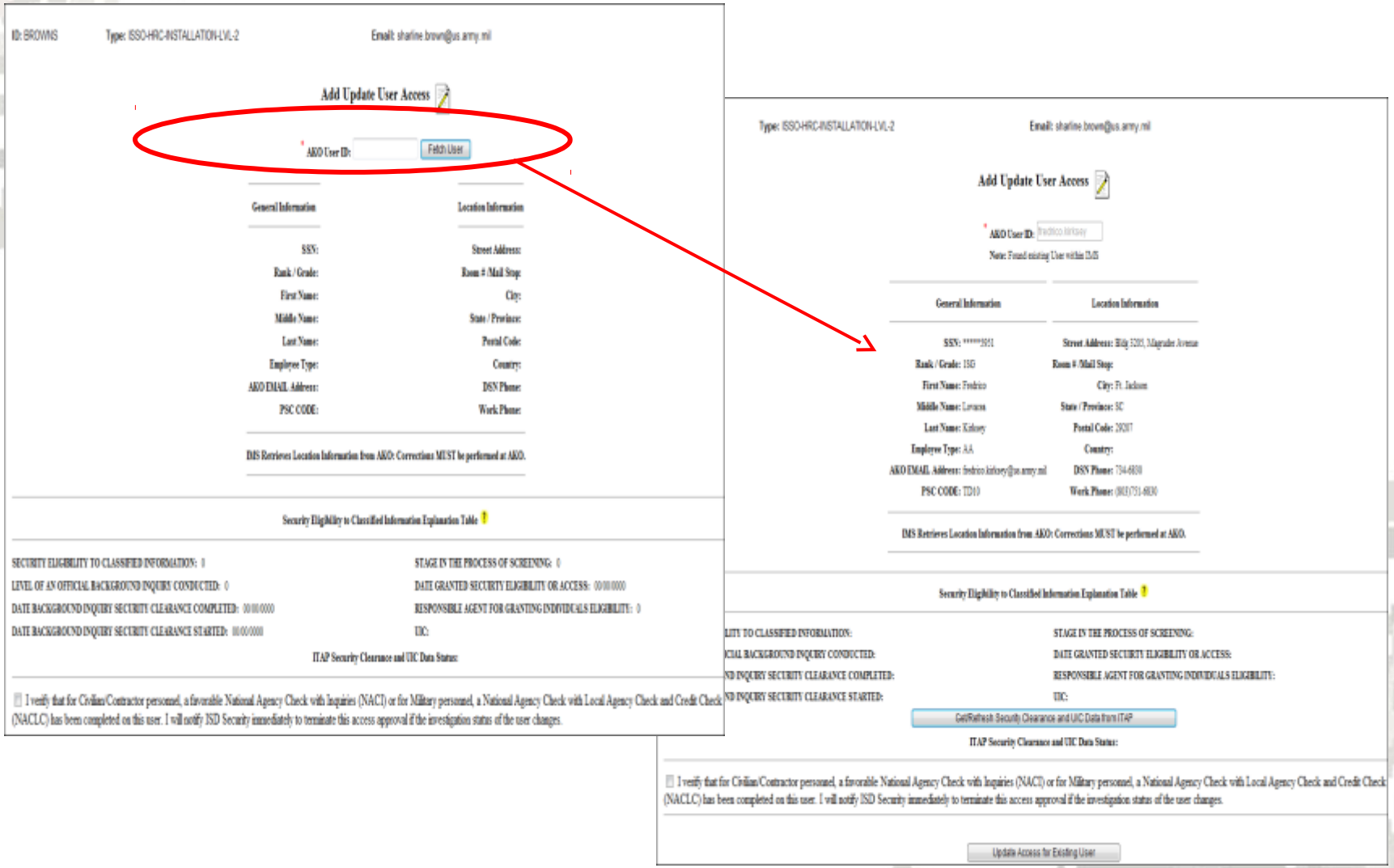
Human Resources Command Identity Management System (HIMS)

Tools for Human Resources Professionals

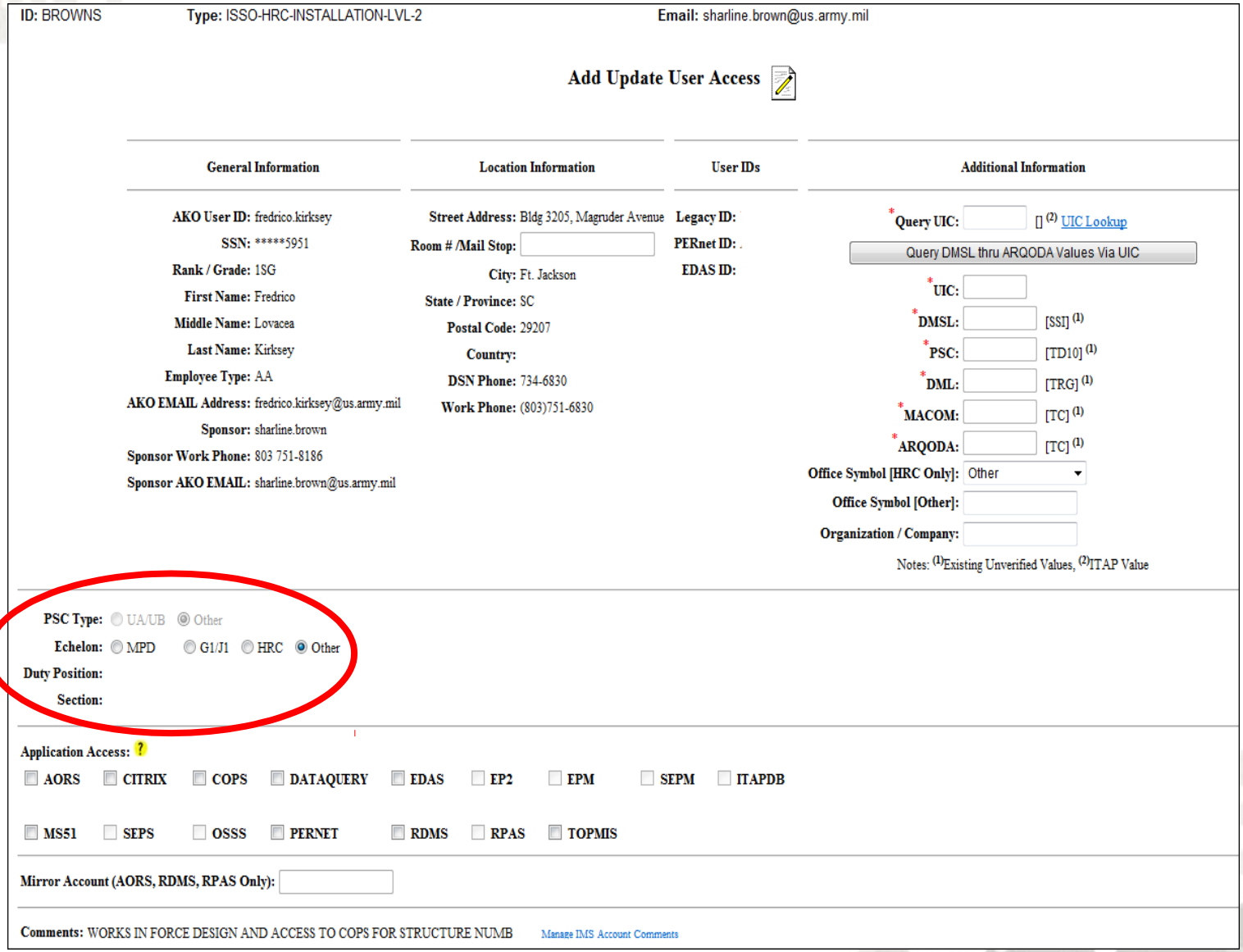
Acronym List	Citrix TOPMISII/PERNET
COPS	COPS OBIEE User Manual
DASH 2	DTAS
eMILPO	eTOPMIS
WebEDAS	HQDA G1
HIMS	IWRS
MILPER Msg Procedures	milSuite
Soldier Management System (SMS)	RCMS G1 Portal HR Management Tools for AR TPU
S1Net	TPS


U.S.ARMY
United States Army
Secure Processing Extranet
(SPEX)
TER SYSTEM, INCLUDING ALL RELATED EQUIPMENT, NETWORKS AND NETWORK DEVICES (INCLUDES INTERNET AND E-
S) ARE PROVIDED ONLY FOR AUTHORIZED U.S. GOVERNMENT USE. DOD COMPUTER SYSTEMS MAY BE MONITORED FOR
PURPOSES, INCLUDING TO ENSURE THEIR USE IS AUTHORIZED, FOR MANAGEMENT OF THE SYSTEM, TO FACILITATE
AGAINST UNAUTHORIZED ACCESS, AND TO VERIFY SECURITY PROCEDURES, SURVIVABILITY, AND OPERATIONAL
MONITORING INCLUDES, BUT IS NOT LIMITED TO, ACTIVE ATTACKS BY AUTHORIZED DOD ENTITIES TO TEST OR
SECURITY OF THIS SYSTEM. DURING MONITORING, INFORMATION MAY BE EXAMINED, RECORDED, COPIED AND USED
IZED PURPOSES. ALL INFORMATION, INCLUDING PERSONAL INFORMATION, PLACED ON OR SENT OVER THIS SYSTEM
ITORED. USE OF THIS DOD COMPUTER SYSTEM, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO
. UNAUTHORIZED USE OF THIS DOD COMPUTER SYSTEM MAY SUBJECT YOU TO CRIMINAL PROSECUTION. EVIDENCE
RIZED USE COLLECTED DURING MONITORING MAY BE USED FOR ADMINISTRATIVE, CRIMINAL OR OTHER ADVERSE
OF THIS SYSTEM CONSTITUTES CONSENT TO MONITORING FOR ALL LAWFUL PURPOSES.
Continue
Logout

Human Resources Command Identity Management System (HIMS) (Add/Update)


ID: BROWNS
Type: ISSO-HRC-INSTALLATION-LVL-2
Email: sharline.brown@us.army.mil
Add Update User Access
AKO User ID:
Fetch User
General Information
Location Information
SSN:
Rank / Grade:
First Name:
Middle Name:
Last Name:
Employee Type:
AKO EMAIL Address:
PSC CODE:
Street Address:
Room # /Mail Stop:
City:
State / Province:
Postal Code:
Country:
DSN Phone:
Work Phone:
DIS Retrieves Location Information from AKO: Corrections MUST be performed at AKO.
Security Eligibility to Classified Information Explanation Table
SECURITY ELIGIBILITY TO CLASSIFIED INFORMATION:
LEVEL OF AN OFFICIAL BACKGROUND INQUIRY CONDUCTED:
DATE BACKGROUND INQUIRY SECURITY CLEARANCE COMPLETED:
DATE BACKGROUND INQUIRY SECURITY CLEARANCE STARTED:
STAGE IN THE PROCESS OF SCREENING:
DATE GRANTED SECURITY ELIGIBILITY OR ACCESS:
RESPONSIBLE AGENT FOR GRANTING INDIVIDUALS ELIGIBILITY:
UIC:
ITAP Security Clearance and UIC Data Status:
I verify that for Civilian/Contractor personnel, a favorable National Agency Check with Inquiries (NACI) or for Military personnel, a National Agency Check with Local Agency Check and Credit Check (NACLC) has been completed on this user. I will notify ISD Security immediately to terminate this access approval if the investigation status of the user changes.
Type: ISSO-HRC-INSTALLATION-LVL-2
Email: sharline.brown@us.army.mil
Add Update User Access
AKO User ID:
Note: Found existing User within IMS
General Information
Location Information
SSN: *****1851
Rank / Grade: 1SG
First Name: Fredrico
Middle Name: Lavacca
Last Name: Kirksey
Employee Type: AA
AKO EMAIL Address: fredrico.kirksey@us.army.mil
PSC CODE: TD10
Street Address:
Room # /Mail Stop:
City: Ft. Jackson
State / Province: SC
Postal Code: 29207
Country:
DSN Phone: 734-6830
Work Phone: (803)751-6830
DIS Retrieves Location Information from AKO: Corrections MUST be performed at AKO.
Security Eligibility to Classified Information Explanation Table
STAGE IN THE PROCESS OF SCREENING:
DATE GRANTED SECURITY ELIGIBILITY OR ACCESS:
RESPONSIBLE AGENT FOR GRANTING INDIVIDUALS ELIGIBILITY:
UIC:
Get/Refresh Security Clearance and UIC Data from ITAP
ITAP Security Clearance and UIC Data Status:
I verify that for Civilian/Contractor personnel, a favorable National Agency Check with Inquiries (NACI) or for Military personnel, a National Agency Check with Local Agency Check and Credit Check (NACLC) has been completed on this user. I will notify ISD Security immediately to terminate this access approval if the investigation status of the user changes.
Update Access for Existing User

Human Resources Command Identity Management System (HIMS) (Add/Update)



ID: BROWNS Type: ISSO-HRC-INSTALLATION-LVL-2 Email: sharline.brown@us.army.mil

Add Update User Access

General Information	Location Information	User IDs	Additional Information
AKO User ID: fredrico.kirksey	Street Address: Bldg 3205, Magruder Avenue	Legacy ID:	*Query UIC: [] (2) UIC Lookup
SSN: *****5951	Room # /Mail Stop:	PERnet ID: .	Query DMSL thru ARQODA Values Via UIC
Rank / Grade: 1SG	City: Ft. Jackson	EDAS ID:	*UIC:
First Name: Fredrico	State / Province: SC		*DMSL: [SSI] (1)
Middle Name: Lovacea	Postal Code: 29207		*PSC: [TD10] (1)
Last Name: Kirksey	Country:		*DML: [TRG] (1)
Employee Type: AA	DSN Phone: 734-6830		*MACOM: [TC] (1)
AKO EMAIL Address: fredrico.kirksey@us.army.mil	Work Phone: (803)751-6830		*ARQODA: [TC] (1)
Sponsor: sharline.brown			Office Symbol [HRC Only]: Other
Sponsor Work Phone: 803 751-8186			Office Symbol [Other]:
Sponsor AKO EMAIL: sharline.brown@us.army.mil			Organization / Company:

Notes: (1)Existing Unverified Values, (2)ITAP Value

PSC Type: UA/UB Other
Echelon: MPD G1/J1 HRC Other
Duty Position:
Section:

Application Access:

AORS CITRIX COPS DATAQUERY EDAS EP2 EPM SEPM ITAPDB

MS51 SEPS OSSS PERNET RDMS RPAS TOPMIS

Mirror Account (AORS, RDMS, RPAS Only):

Comments: WORKS IN FORCE DESIGN AND ACCESS TO COPS FOR STRUCTURE NUMB Manage IMS Account Comments

Check on Learning

Q. What is the website for eMILPO?

A. AHRS Web Portal is at https://emilpo.ahrs.army.mil.

Q. All users must have what type of User ID and Password before requesting access to the AHRS Web Portal?

A. All users must first have an AKO User ID and Password before requesting access to the AHRS Web Portal.

Q. What HRC system is used to manage access to the TOPMIS, EDAS, PERNET, and COPS?

A. HRC User Registration System - Self Service or HIMS

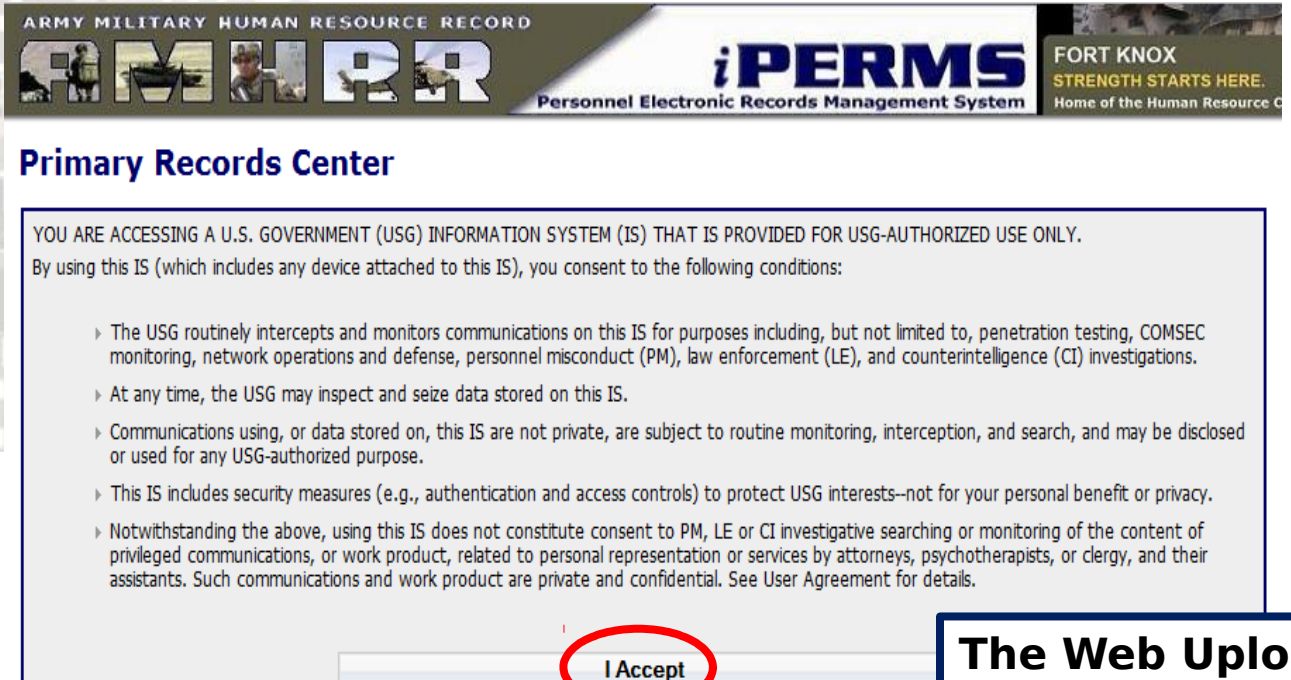
Army Military Human Resource Records (AMHRR)

- **Historical Data**
- **Officer Promotion Selection Boards**
- **Senior Enlisted Promotion Selection Boards**
- **School Selection Boards**
- **Maintained in iPERMS for all components**

AMHRR Custodians

- Active Officers, WO and Enlisted = HRC, Fort Knox
- AR (all Soldiers) = HRC, Fort Knox
- ARNG Officers and WO = ARNG Readiness Center
- ARNG Enlisted Soldiers = State Adjutant General

Accessing iPERMS


ARMY MILITARY HUMAN RESOURCE RECORD
AMHRR
iPERMS
Personnel Electronic Records Management System
FORT KNOX
STRENGTH STARTS HERE.
Home of the Human Resource C
Primary Records Center
YOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFORMATION SYSTEM (IS) THAT IS PROVIDED FOR USG-AUTHORIZED USE ONLY.
By using this IS (which includes any device attached to this IS), you consent to the following conditions:
The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
At any time, the USG may inspect and seize data stored on this IS.
Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.
I Accept

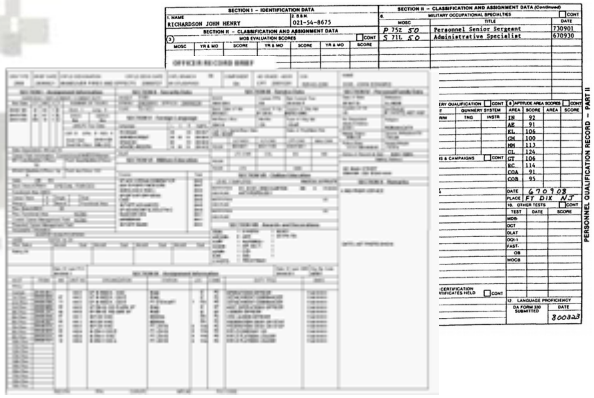
AC and AR:
https://iperms.hrc.army.mil/rms

The Web Upload function is used to transmit electronic images of AMHRR documents from a remote location to the Indexing Data Center and insert them into a Soldier's AMHRR in iPERMS. This transfer uses your Web Browser's Encryption capabilities to safely transmit the electronic documents.

ARNG: https://g1arng.army.pentagon.mil/SYSTEMS/IPERMS/Pages/default.aspx

Disposition of paper records

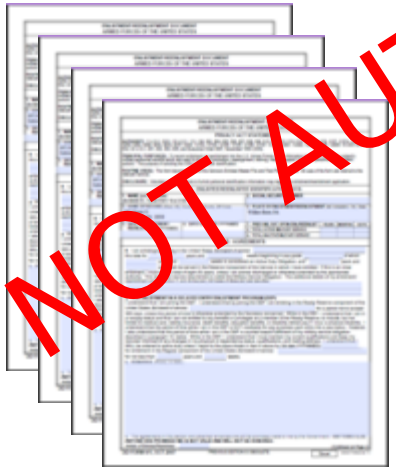
ORB / ERB / DA Form 4037 (RC)



ROBERTS, TIMOTHY W.
XXXX-XX-6217

- BDE S-1 or HR provider maintains
- MPF will not deploy
- Transfers w/Soldier upon PCS (AC) or movement to another RC unit (RC).

Enlistment/Reenlistment Documents - DD Form 4 Series



Record of Emergency Data DD Form 93

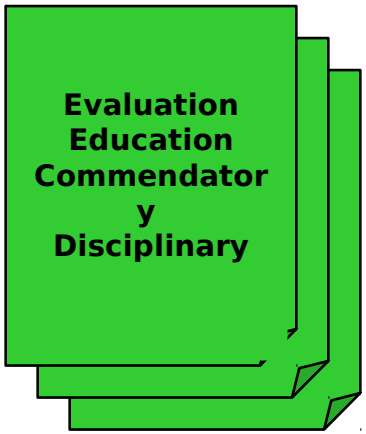
Servicemembers' Group Life Insurance Election and Certificat SGLV 8296

NOT AUTHORIZED IAW PARA 3-13a

Composition of the AMHRR Folders

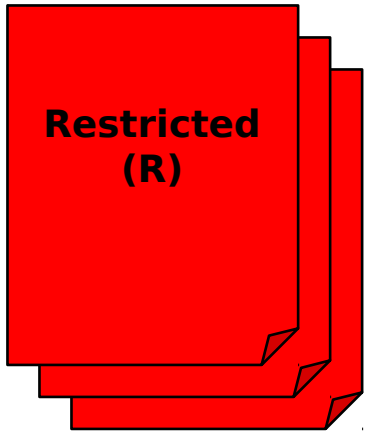
Table 3-1, AR 600-8-104

Performance (P) Section

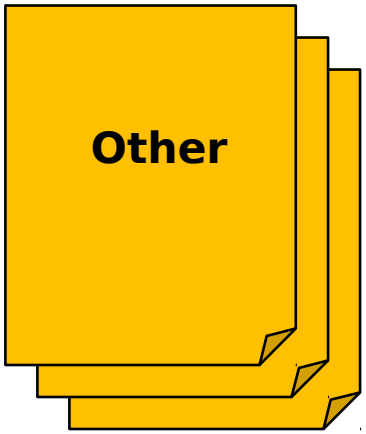


Service (S) Section

Restricted Section

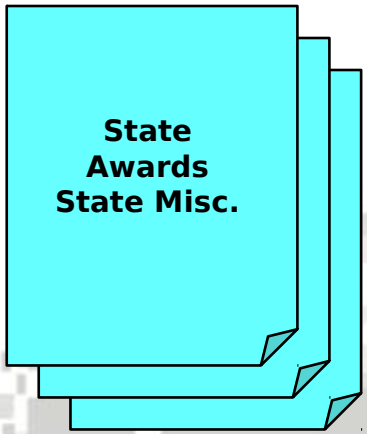


Flight



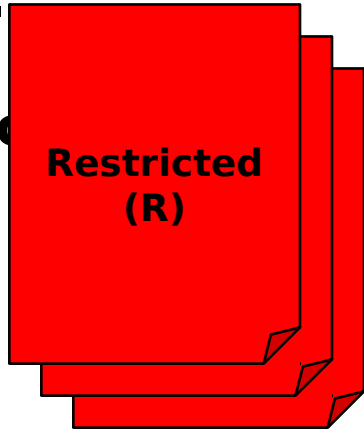
Medical

State/Territory



Restricted (R) Section

- Used for historical data that may normally be improper for viewing by selection boards or career managers.



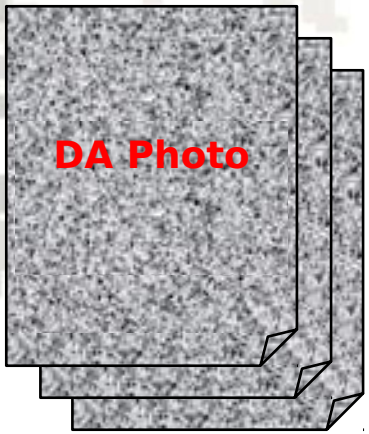
- Will not be released without written approval fr
  - CG, HRC, Fort Knox
  - Director, ARNG
  - HQDA selection board proponent

- Documents maintained are those that must be permanently kept to:
  - Maintain an historical record of a Soldier's service, conduct, duty performance, and evaluation periods, and corrections to the OMPF
  - Record investigation reports
  - Record appellate action
  - Protect the interest of the Soldier and the Army

Composition of Non-AMHRR Folders

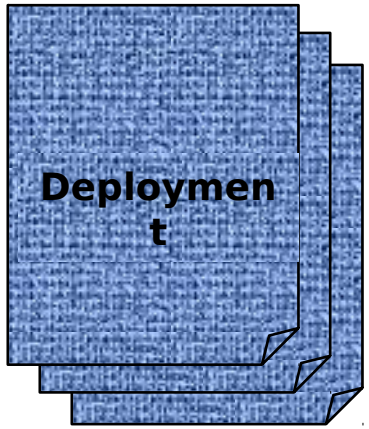
Table 4-1, AR 600-8-104

DA Photograph



Administrative

Deployment/Mobilization



Combat-Related Special Compensation (CRSC) / Traumatic Servicemembers' Group Life Insurance (TSGLI)

Personnel Records Review

Finance Folders

Soldier Record Accuracy/Review

Soldier Record Accuracy impacts the following:

- **Retention**
- **Promotion**
- **Future Assignment**
- **Professional Development**

Record Review and Update:

- **In/Out Processing**
- **Promotion Board Preparation**
- **Soldier Readiness Processing**

Soldier Record Accuracy Responsibilities

- Soldiers
- Commanders
- HR Managers
- Military Personnel Specialists

Key Supporting Documents (KSDs) for Army Military Pay Audit Readiness

- **Each pay entitlement must be supported by a KSD that justifies its payment.**
- **The Army‘s repository for the KSDs is the Interactive Personnel Electronic Records Management**
- **Supporting finance or human resource offices will maintain KSDs electronically for a period of six years and three months from the date of a Soldier's separation or retirement.**
- **All units with access to eMILPO will annotate the KSD review date in eMILPO. All other will use some sort of tracking system to capture KSD review date.**

Conducting the Soldier's Annual Review

Installation MPD responsibilities:

- **Assist Soldiers in Non-PSDR units in reviewing and updating personnel records**
- **Will upload and verify receipt of authorized documents to iPERMS**
- **During In/Out-processing provide Soldiers with a copy of their current ORB/ERB and assist them updating, validating, and uploading substantiating documents**
- **Assist Soldiers in reviewing their records briefs for accuracy prior to proceeding to their unit of assignment**
- **Will assist Non-PSDR commanders in tracking compliance of HR Metrics**

Brigade and Battalion S-1s:

- **Assist Soldiers in maintaining accurate and complete records in supporting their annual records reviews**
- **Upload and verify receipt of authorized document to iPERMS to include KSDs**
- **Establish procedures for scheduling, conducting, and tracking completed annual record reviews**
- **Assist Soldiers in updating, validating, and uploading**

Check on Learning

Which section of the AMHRR is used for filing performance, commendatory, and disciplinary data?

The P fiche is used for filing performance, commendatory, and disciplinary data.

Who is the AMHRR custodian for Active Duty Enlisted Soldiers?

The Commander, HRC is the AMHRR custodian for Active Duty Enlisted Soldiers.

What is the purpose of the Restricted (R) Fiche?

The Restricted Fiche is used for historical data that may normally be improper for viewing by selection boards or career managers.

Terminal Learning Objective

Action: Direct Personnel Information Management (PIM)

Conditions: Given classroom instruction, AR 600-8-104 (Army Military Human Resource Records Management), FM 1-0 (HR Support), applicable MILPER/ALARACT Messages and an awareness of the Operational Environment.

Standard: Score 70% or higher on a knowledge based exam consisting of the following learning activities:

1. Define PIM and its relationship to other HR Core Competencies and HR Key Functions
2. Communicate primary HR Enabling Systems used by BDE S-1s
3. Define BN and BDE Personnel Automation System (PAS) Management Responsibilities
4. Disposition of paper records.
5. Identify the components of the Army Military Human Resource Records Management (AMHRR)